

Action Plan	Due Date	Status
R19001 Budget Council approving a robust balanced budget for 2020/21	31 March 2020	
<p>An updated budget report, Medium Term Financial Strategy, Savings Report, Proposed Fees and Charges and provisional Capital Programme have been submitted to Cabinet during the last quarter. A provisional settlement has been received in December with the final settlement expected in January. Final reports will be submitted to Budget Cabinet and Budget Council in February 2021</p>		
R19002 Support the pooled fund manager and develop strategies for bridging the pooled fund gap in current and future financial years.	31 March 2020	
<p>A report has been submitted to the Integrated Commissioning Board and Cabinet on the proposal around closing the 2019/20 gap. Work is ongoing for proposals for balancing the 20/21 position and Integrated Commissioning Board and Cabinet will be updated in Quarter 4.</p>		
R19003 Input into Key Strategic Council and GM projects from a Finance, Legal and HR perspective.	31 March 2020	
<p>All reports with financial implications submitted to Cabinet for decisions were signed off by Finance Support Service. All relevant meetings attended and financial implications known re key strategic Council/GM projects including: South Heywood/Junction 19, Town Centre Capital Programme, Town Hall Restoration, Property Growth Fund & Hollingworth Lake</p>		
R19004 Provide financial advice on the Commercial and Regeneration projects being undertaken by the Council.	31 March 2020	
<p>No commercial property investments were completed in Q3, however an investment was considered in the period, and advice provided in respect of the financial implications for the Council. Reports regarding proposed future investments were reviewed and financial implications understood before approval by the Sub-Committee. The Q2 PGF monitoring position was reported to PGF Sub Committee in this quarter; the Q3 position will be reported in January 2020, ensuring Members are kept fully informed with regard to performance and risk.</p>		

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R19005 Provide legal advice on the Commercial and Regeneration projects being undertaken by the Council	31 March 2020	
<p>Ongoing legal support is provided in relation to key property transactions both prior to purchase and in any ongoing transactions once in the Council's ownership. For instance since completing the acquisition of the Logic Industrial Estate at Kingsway we have completed a number of the leases of the individual Units. Support is also provided by attendance at in-house property growth fund meetings with colleagues from the RDA and Estates. Legal Services are also continuing to provide advice and support to Client in relation to JV's and business ventures</p>		
R19006 Produce the 2018/19 Statutory Accounts	31 March 2020	
<p>Accounts signed off at Audit and Governance on 25th July, audit certificate received 25th September closing the audit.</p>		
R19007 Delivery of the Internal Audit Plan for 2019/20	31 March 2020	
<p>74% of the approved Audit Plan has been completed by the end of the quarter which is in line with target.</p>		
R19008 Implementation of the Risk Management Strategy	31 March 2020	
<p>Brexit planning and reporting continued during October as part of the Rochdale EU Exit group in support of the Brexit Lead Officer. A solution to current limitations to Pentana software reporting is planned for January. The reissue of the Rochdale Risk Management Policy has been delayed due to the need to prioritise Brexit planning. A new high-priority cyber security risk has been identified by ICT Services. The latest risk control review completion rate (used as a measure of Service engagement) was reported to LT at 91.85 in Q2.</p>		

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R19009 Maximising income to the Council	31 March 2020	
Council Tax - 80.9% (80.9% in 2018/19) Business Rates - 78.3% (79.6% in 2018/19)		
R19010 Improving accessibility to services – Council Connect (Customer Self-Service)	31 March 2020	
Discussions are underway with the Corporate Strategic Lead for Transformation & Resource and the Head of Comms with a view to targeting take up of E-Billing, 12 monthly instalments and Direct Debit.		
R19011 Review of Local Council Tax Support Scheme for 2020/21	31 March 2020	
The outcome of consultation was presented to Cabinet on 2 December. Cabinet agreed to recommend introducing a banded income scheme for 2020/21 for working age customers in receipt of Universal Credit. Council approved the recommendation on 18 December.		
R19012 Developing the use of our HR system to maximise customer experience and enhance organisational performance including the integration of the iTrent HR System with Civica the Financial Ledger	31 March 2020	
Recruitment to fixed term post unsuccessful to date but the search continues. Cleansing & alignment of iTrent structures with finance budgets continues. Roll out of e-slips to schools to be fully implemented by February 2020 along with LGPS monthly data collection.		

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R19013 Financially support the development of a 5 year Children's Strategy	31 March 2020	
<p>Monthly meetings have continued in quarter 3 and the service is focused on delivering the innovations which underpin the delivery of the financial strategy. Children Service has been successful in securing funding from the Department for Education which will support the "No Wrong Door" innovation. Work is ongoing to understand the timing and terms and conditions of the funding. The service is reporting a £3.1m pressure at period 6 and work will continue to try and contain these pressures.</p>		
R19014 Develop: Leadership Team Academy, Integrated Leadership, Wider Leadership Team and Staff Engagement Strategy	31 March 2020	
<p>Cohort 2 have completed presentations. Evaluation report compiled and will be presented to LT in January 2020. Cohort 3 recruited (31 delegates) and due to start January 2020. Aspiring Leaders programme is progressing and New leaders programme due to start in 2020. Preparations underway for staff briefings in March 2020. Dates scheduled and published. Discussions re: content to take place in January 2020 with LT. Train the trainer events relating to PDR review and rollout scheduled for February 2020</p>		
R19015 Develop the Council's strategic approach to Workforce Wellbeing in line with the Public Health 5 pillars of wellbeing, maximising the resources within the Council and with partners	31 March 2020	
<p>The action plan is on track. Highlights have included Connect 5 training for workforce wellbeing champions, a refreshed a coordinated approach to branding with a wellbeing portal, and launch of the Active Soles programme. The proactive approach to wellbeing was recognised through our winning of the Greater Sport GM 'Active Workplace of the Year Award'. The Overview and Scrutiny committee in November was cancelled so the report will be taken to the next meeting (January)</p>		
R19016 Embed good governance practice and articulate expectations within the Council with its senior leaders, staff and all Members of the Council	31 March 2020	

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<p>A new Independent person was appointed at Council and has been trained in his new role. The Audit & Governance Committee continue to receive regular training on the roles and responsibilities. Work has begun on preparing the Annual Governance Statement (AGS) and a governance questionnaire has been issued for completion by senior managers. We will be testing the content by peer challenge prior to inclusion in the AGS - the first authority in GM to do this.</p>		
<p>R19017 To review electoral arrangements on parliamentary footprints</p>	<p>31 March 2020</p>	<p></p>
<p>Parliamentary boundary recommendations remain delayed in parliament. The LGBE review is underway. A Member working group has been established, supported by an officer project board. Initial data collation to project the future electorate is underway. A member questionnaire has recently been issued to all members of the Council as a key input to this work. It is anticipated that a report outlining the Councils proposals will be submitted to Audit and Governance in March 2020 before progression to Council prior to the April submission date.</p>		
<p>R19018 To strengthen governance arrangements across the organisation at service level</p>	<p>31 March 2020</p>	<p></p>
<p>Work on the constitution review has now commenced. The initial focus has been around clarifying the terms of reference and scheme of delegation for the Integrated Commissioning Board. The restructure of the Governance Team has been completed and implemented and the work around the scheme of delegation will be taken forward and delivered by the new Committee & Constitutional Services Manager</p>		
<p>R19019 Digital governance is enhanced and embedded</p>	<p>31 March 2020</p>	<p></p>
<p>Support continues for all members. An alternative equipment option has been identified and is currently being trialled</p>		

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R19020 To explore the potential for Artificial Intelligence in business processes	31 March 2020	
<p>The work to identify which services and processes could benefit from AI and automation earlier in the year has been reviewed and updated, with some additional processes from the contact centre who had been separately exploring solutions. A draft business case is expected to be complete early in quarter 4. Alongside this we have been exploring the market to understand the range of AI/Automation solutions available and understand which solutions are being used in other local authorities.</p>		