COMPLETED ACTIONS OCTOBER 2017

Process area	REF:	ACTION	Action Priority	RESPONSIBLE OFFICER	DATE BY	IMPLEMENTATION STATUS	% COMPLETE	ON-TRACK RAG STATUS	RESPONSIBLE OFFICER UPDATE AS AT 31.10.17
A. RISK MANAGEMENT	1	• Risk Policy and Framework to be reviewed by Management Board	H	Governance & Risk Manager	31.08.17	Completed	100%		Document presented to Management Board 9th November and was accepted in principle.
	5	• Schedule of risk related policies to be approved by Management Board	H	Governance & Risk Manager	31.08.17	Completed	100%		As above - policy and strategy approved by MB 9th November, 2017..
C. PROGRAMME & PROJECT SUPPORT	11	• Develop and Implement enhanced Corporate project and Programme Management Framework and arrangements. To include a Corporate Governance & Support Officer Programme Board; Northampton Alive Officer Programme Board and an Efficiency/MTFS Officer Programme Board. Include within the Framework the requirement for regularly reporting back to Cabinet on all projects is in place.	H	Director of Regeneration, Enterprise and Planning	31.09.17	Completed	100%		Project Management Framework document reviewed by Management Board 30th November, 2017. Document was accepted in principle and is in the process of being refined to incorporate governance arrangements. Boards have been identified and implemented to be in place from 4th January 2018 to include a: Corporate Delivery Board (monthly) Corporate Performance Board (bi-monthly) Corporate Improvement Board (bi-monthly) Corporate Management Board (bi-monthly) The Corporate Delivery Board is responsible for reviewing all projects and performing gateway reviews before recommendations are made to Corporate Management Board.
	13	• Each project/programme to require the completion of a declaration of interests form by each participant (member or officer or advisor) and to be maintained as part of the project governance documentation	H	Borough Secretary	30.09.17	Completed	100%		Policy for Employees Code of Conduct includes the declaration of interest. An employee/member declaration of interest register is currently maintained by democratic services. Declaration of interest is included within the Corporate Project Management Framework documentation and will be linked to the Corporate declaration of interest forms..

F. EFFECTIVE DECISIONS - CABINET CLEARANCE PROCESS	32	Exception reporting (to MB, Audit Committee and the Governance and Support Officer Group GSOG) to be in place across all key governance action plan areas, including the Plan itself and other key initiatives such as Licence to Practice, the implementation of agreed audit recommendations and review against compliance with CIPFA/SOLACE guidelines and also within the risk management framework in relation to the escalation of significant risks	H	Borough Secretary	31.12.17	Completed	100%	In place, exception reporting to the Corporate Governance Support Board, Management Board and Audit Committee.