

Appendix A

Significant Governance Issues addressed in 2020/21

	Issue	Action Plan (as per 2019/20 Statement – Appendix B)	Lead Officer	RAG Status	Comments	Target Date
1.	Review and refresh of internal project and programme governance arrangements.	<p>The Service is in the process of forming a programme management office. Part of the remit of this new function will be to ensure the Service has effective oversight of all projects and programmes, and that these are started, progressed and closed-down in line with best practice.</p> <ul style="list-style-type: none"> Internal governance has not been formally reviewed for a number of years. There may be an opportunity to streamline the number of meetings and 	Director of Legal & Governance	Green	<p>The membership and Terms of Reference of our officer boards were reviewed and refreshed to align with changes to the Service’s management structure and improved controls for the management of our project control framework, including the creation of a ‘Portfolio Management Office’ (PMO). The updated arrangements took effect from 1 January 2021.</p> <p>Key changes included:</p> <ul style="list-style-type: none"> A refresh of the memberships of Performance Management and Business 	Completed

		<p>ensure that all arrangements are proportionate to allow decisions to be taken at the most appropriate level.</p>			<p>Transformation Boards (PMB / BTB) to remove overlaps with the Strategic Management Board (SMB) and include more members from the next layer of management;</p> <ul style="list-style-type: none">• A tightening of the scope of PMB's terms of reference to focus on better understanding how the Service is performing across the range of its Service Delivery and Support functions and corrective action planning where under-performances have been identified. To reflect this a slight change to PMB's name was agreed and it is now called the	
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					<p>‘Performance Monitoring Board’.</p> <ul style="list-style-type: none"> • BTB’s terms of reference have been widened so that it will now take on the monitoring of project performance from PMB in addition to its existing remit, so that we have a single point of decision across the life-cycles of all projects to complement the single point of control being established by the PMO. 	
2.	Review of external partnership arrangements	During the response and recovery phases of the COVID-19 pandemic, the Service has engaged with a large number of external partners across a range of activities. These, and other existing partnership	Director of Finance and Assets	Amber	A review of arrangements is underway, but completion will be delayed beyond the original target date.	New target date September 2021

		<p>arrangements, will be reviewed to ensure that:</p> <ul style="list-style-type: none"> • partners maintain the same high standards of conduct with regard to financial administration and corporate governance that apply throughout the Authority <p>they are evaluated and contribute to the achievement of the Authority's objectives</p>				
3.	Blue Light Hub Joint Working Arrangements	<p>The new Blue Light Hub in Milton Keynes will be a shared facility between Bucks Fire and Rescue, Thames Valley Police and South Central Ambulance Service.</p> <p>Security and privacy is being risk assessed and a DPIA is being developed these will ensure adequate security arrangements are in place</p>	Director of Finance and Assets	Green	<p>Security arrangements, including robust access and monitoring controls are in place.</p> <p>Governance arrangements are being developed and will be in place by the original target date.</p>	New target date September 2021

		<p>to protect information through robust access and monitoring controls.</p> <p>New governance arrangements will need to be constituted that oversee the management of the building, joint working practices and on-going cost sharing arrangements.</p>				
4.	Information Security	<ul style="list-style-type: none"> • The records retention and destruction schedules need to be developed to include all record types held and records deleted /destroyed in line with listed timescales. • Records of Processing Activities are developed to ensure that all 	Director of Legal & Governance	Red	<p>These actions were included within the scope of a proposed review of the role of the Administration teams which envisaged assigning 'information steward' responsibilities to manage retention schedules / records. However, progress with the review was interrupted by the Covid-19 pandemic. Options for addressing these requirements on a resilient basis will be re-</p>	<p>New target date 31 December 2021</p>

		processing activities are identified and tracked.			considered and re-prioritised as part of Covid-19 recovery planning.	
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Appendix B

Significant Governance Issues to be addressed in 2021/22

	Issue	Action Plan	Lead Officer	Target Date
1.	Following phase 1 of the internal governance review which focused on the top-level board structure (SMB / BTB / PMB) further work is planned to address other issues identified in the review of stakeholder requirements that informed the approach and terms of reference for the governance review.	<p>Further planned work comprises:</p> <ul style="list-style-type: none">• the review of other groups and meetings that sit below the board structure, such as, but not limited to, the Training Strategy Group (TSG), Public Safety Group (PSG), Operational Assurance Group (OAG) etc. with a view to identifying opportunities to streamline these and clarify their relationships to the boards;• establishing a single point of access on the Intranet for information and guidance in relation to the workings of, and decisions made by the boards and other key decision-making bodies; and,• Integrating information about our governance structures and processes into planned training activities where appropriate such as the <u>Leadership and Management Development Framework</u>.	Director of Legal and Governance	31 December 2021

2.	Performance Reporting	As noted within the Financial Strategy, the Authority should review its budget monitoring and reporting arrangements with a view to integrating performance and financial information to focus on monitoring and achieving continuous improvement. This will further improve compliance with the CIPFA Financial Management Code.	Director of Finance and Assets	31 March 2022
3.	Corporate Risk Management	Enhance Member scrutiny of Corporate Risks by engaging Lead Members in the risk evaluation process for risks identified within the remit of their portfolio	Director of Legal & Governance	31 July 2021
4.	Review of the statutory Data Protection Officer (DPO) function	Explore opportunities for options for GDPR compliance including via an appointed external DPO on a service contract or a single DPO to act for more than one authority.	Director of Legal & Governance	30 September 2021