



**Audit & Governance Committee  
Wednesday, 27 May 2020**

**ADDENDA**

**10. Progress update on Annual Governance Statement Actions  
(Pages 1 - 4)**

2.30 p.m.

Report by Director of Law & Governance and Monitoring Officer.

Please find attached updated Annex A – Update on Annual Governance Statement actions included within the report.

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**ANNEX 1**

**Update on Annual Governance Statement Actions 2019/20**

Issue	Update	Lead
<p><b>Property and security:</b></p> <p>“Deliver on the remaining outcomes of the property audit (health and safety), which established the compliance position, post-Carillion: meet the Key Performance Indicators that have has been put in place to address all the main compliance areas,</p> <p>Establish greater integration between the property and corporate security functions, at managerial and project level.</p> <p>Achieve and maintain prompt renewals of rentals and leases; together with greater level of reporting on the use of properties.”</p>	<p>Ongoing work with Health and Safety Team to progress and deliver the outstanding actions.</p> <p>As reported to this Committee in November 2019, the work to develop a Security Strategy and a more Corporate approach to Security delivery is ongoing. In conjunction with Health and Safety, Emergency Planning, the Fire Service, Social Care and Procurement.</p> <p>In support of this, Facilities Management have designed and carried out an initial fact-finding survey of sites Countywide to look at the current Security position and systems.</p> <p>The work of Estates Team function is ongoing and tenure management is being maintained.</p> <p>Achieved, and the work of Estates Team function is ongoing and tenure management is being maintained.</p>	<p>George Eleftheriou, Director for Property, Investment and Facilities Management</p>

Issue	Update	Lead
<p><b>Procurement:</b></p> <p>“Atamis eCMS Contract Management system is neither fully developed nor fully deployed across the Council.</p> <p>The electronic Contract and Supplier Management System (eCMS) will be reviewed as part of the Provision Cycle transformation programme with the expectation to develop and implement a system that will provide management and controls across the full cycle of Commissioning, Procurement and Contract Management.</p> <p>This will enable a consistent, council-wide approach enabling 100% visibility of requirements”</p>	<p>Developments and improvements have been made but the delayed PC transformation has had an impact on the full rollout across the Council.</p> <p>The Programme Module has been fully implemented to automate the forward procurement pipeline and is now moved to business as usual</p> <p>Work has been completed in terms of spend categorisation for significant providers e.g. £100k upwards and circa 700 providers</p> <p>Contract Information has improved in quality and provides a quarterly extract that is published on the external website as its Contract Register</p> <p>The flexibility of the Atamis product and our existing OCC commercial arrangements for licencing of the Electronic Contract Management Tool (ECMS) has allowed the Cherwell DC data to be included.</p> <p>The reporting tools will allow the shared OCC/CDC procurement teams to take a more holistic approach for supplier spend and category management.</p>	<p>Wayne Welsby, Head of Procurement Contract Management</p>

Issue	Update	Lead
<p><b>Business Continuity:</b></p> <p>“Embed sound business continuity framework across the Council to monitor awareness and compliance. In particular to:</p> <ul style="list-style-type: none"> <li>• Increase the evidence base for Business Continuity Plans</li> <li>• Achieve a documented business continuity testing strategy/plan</li> <li>• Implement a testing exercise plan and programme</li> <li>• Identify training needs across the council based on the evidence of testing and plan quality”</li> </ul>	<p>Achieved.</p> <ul style="list-style-type: none"> <li>• monthly compliance report which details the plans we actually have with a RAG rating applied.</li> <li>• reviewed at the monthly Steering group.</li> <li>• annual testing &amp; exercising programme with the Business Continuity plan owners accountable for testing their plans.</li> <li>• lessons learned from tests/exercises at steering group meetings and training identified.</li> </ul>	<p>Andy Brett, Emergency Planning Officer</p>
<p><b>ICT and Digital:</b></p> <p>“Back Up of data reliability. The system which provides this function is aged and may fail.</p> <p>Replacement of Computer, Storage and backup datacentre provision is a primary action identified as part of the ICT Health Check.”</p>	<p>A new backup solution has been commissioned, implemented and was fully operational by the end of December 2019. It has been audited and the final audit report conclusion a was Green status.</p> <p>The new primary Datacentre and Disaster Recovery solution are also fully operational. The final phase of the decommissioning of the old infrastructure has been delayed due to COVID19 access restrictions at the site, but the legacy equipment is turned off and redundant</p>	<p>Will Harper, Head of IT.</p>

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