

AGS Actions planned for 2013/14

	Action planned 2013/14	Completion date	Responsible Officer	Monitoring Body	April 2014 progress
1	<p>Data Transfers and Security (on-going from 2012/13)</p> <p>To implement the strategy to:</p> <p>a) ensure effective information governance relating to external data transfers and security and to raise staff awareness, for new and existing staff of the legal requirements;</p> <p>b) improve staff awareness of the requirements of the Acceptable Use Policy (AUP)</p> <p>c) ensuring that where appropriate, data is transmitted securely either using 'Government Connect', or Egress Switch email and file transfer software or another secure software system.</p>	Initial report by the Data Controller by 31 July 2013 then on-going monitoring	Data Controller and ICT Corporate Lead	Information Governance Group (IGG)	<p>Progress on the three items in the list is as follows:</p> <p>a) COMPLETED - A revised Data Sharing Policy and Procedure was approved by a reviewed and refreshed IGG in May 2013. The Intranet has been used to raise staff awareness.</p> <p>b) COMPLETED - The AUP has been revised in September 2013 and similar arrangements as for (a) have been put in place making users responsible and more accountable. A revised AUP e-learning exercise is to be approved at the IGG in April. Arrangements for reviewing the policy each year are in place.</p> <p>c) ONGOING – Clearer information is available on the Intranet, and the revised Email Policy makes clear that Egress Switch or PSN must be used for secure transfer of data outside OCC. But persuading other partners to use Egress Switch and inconsistent knowledge and use of it is a continuing risk. Internal audit continue to have concerns about this issue.</p>

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2	<p>Health & Safety (on-going from 2012/13)</p> <p>To ensure the Health & Safety Strategy is embedded across the organisation and:</p> <p>a) that roles and responsibilities in directorates and corporately are clear and understood;</p> <p>b) Health & Safety arrangements in commissioning, awarding and managing service provider contracts are robust.</p> <p>c) that the recommendations from the Internal Audit of Health & Safety are actioned.</p> <p>d) that an effective Health & Safety working group is in operation</p> <p>e) that Directorate action plans in place by the end of July 2013</p>	31 March 2014 or dates set out within the Internal Audit report of Health & Safety.	Head of HR	CCMT	<p>COMPLETED - A Health & Safety Governance Group has been established to address these actions. Chaired by the Strategic Human Resources Manager, the group has good service representation and is ensuring that there is a consistent approach and understanding across services. Quarterly updates to CCMT are in place and are scheduled into the 2014 meeting plan.</p>

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3	<p>Legislation</p> <p>Develop and implement an action plan to raise awareness of the implications of new legislation, statutory guidance and best practice and forward planning to allow for government policy developments in directorates.</p>	30 December 2013	<p>Monitoring Officer</p> <p>Head of Policy</p>	Corporate Governance Assurance Group (CGAG)	<p>COMPLETED – Much legislation and guidance is being introduced. However, systems are in place to monitor new legislation both in Legal Services and the Directorates. Also:</p> <ul style="list-style-type: none"> • There are more briefings for staff and managers by Legal Services • There are named leads on legislation and these have been updated • The policy team scan national agencies and government bodies for forthcoming legislation, consultation requests and policy initiatives and circulate the results appropriately • There are reminders on the Intranet for staff

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4	<p>Data Quality</p> <p>Agree, implement and report on the performance of a Data Quality Strategy within the organisation and with third parties</p>	31 March 2014	Head of Policy	<p>CGAG</p> <p>IGG in future</p>	<p>ONGOING - A draft document has been prepared but further work, by IGG to consider data protection requirements and our Intranet pages is needed.</p> <p>There is a need for clear communication with managers around the organisation about data quality and the benefits effective data use can bring. This is being addressed together with work to ensure that a useful and productive data quality management process is in place, not a set of bureaucratic 'tick-box' exercises.</p>

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5	<p>Commercial Services Board</p> <p>Is implemented effectively and</p> <p>a)</p> <p>rovides an on-going robust overview of the adequacy of procurement and contract management arrangements across the organisation including contract performance and visibility of issues/risks.</p> <p>b)</p> <p>ssues in CEF contract management are addressed</p>	31 March 2014	<p>Chief Finance Officer</p> <p>Interim Procurement Manager</p>	CGAG	<p>a)</p> <p>NGOING - The Commercial Services Board continues to meet monthly and is building an overview of significant commercial activity. Over 82 procurement projects are now visible representing an external spending commitment of £147m per year. These projects are rated as Red, Amber or Green by the commercial team and selectively reviewed by the Board. Work on implementing a consistent approach to Contract Management is progressing well. The Council's approach has been agreed (the Contract Management Framework). We have over 4,000 suppliers and have carried out risk based segmentation for 75% of them. A base line assessment of the most critical projects (Platinum) begins in November and a standardised performance snapshot for these is being prepared quarterly.</p> <p>Thus the governance model is clear, but the work of the board is not fully embedded across the organisation. As a consequence it is not working as effectively as it could.</p> <p>b)</p> <p>COMPLETED – The issues have been addressed.</p>

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6	<p>Implementation of Self-Service for Human Resources and Finance</p> <p>Actions to introduce user – friendly systems to enable improvements to financial management and human resources processes are completed in line with project plans and staff are aware of and using the new tools effectively.</p>	31 December 2013	<p>Chief Finance Officer and</p> <p>Head of Human Resources</p>	Transformation Board	<p>COMPLETED - Reshaping Finance</p> <p>Processes are in place but need to be embedded.</p> <p>COMPLETED - Self Service tools for staff</p> <p>Three of the four planned self-service tools for HR activities have been delivered effectively, with very few problems and excellent feedback from users. Relevant policy and guidance has been linked to the on-line tools making them very helpful to managers and staff. The final tool covering Annual Leave is due to be rolled out shortly and no difficulties are anticipated.</p>

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7	<p>Improve Client Charging arrangements in Social and Community Services and in Oxfordshire Customer Services</p> <p>Actions to address issues raised by the Internal Audit report</p>	31 March 2014	<p>Deputy Director, Adult Social Care</p> <p>and:</p> <p>Deputy Director, Oxfordshire Customer Services</p>	<p>Audit Working Group</p> <p>and:</p> <p>CGAG</p>	<p>COMPLETED</p> <p>All management actions identified by Internal Audit have been addressed, An appropriate system is in place and there is evidence that staff are using this. Progress has been reported to Audit Working Group</p>

Annex 1 - A&G 23 April 14 - AGS Actions planned for 2013-14.docx