

2017-18 Annual Governance Statement - Issue	Risk Register (Ref)	Responsible Officer	Action(s)
<b>Principle A – Integrity and compliance</b>			
Aligning officer Codes of Conduct with HR policies and procedures	CR7; CR9b	Director of HR and Organisational Change	Aligned during review of Constitution and all now located on the HR Zone on the Point, for easier access for officers.
A refresh of the Whistleblowing policy		Director of Law and Assurance	To be undertaken in 2019.
Completion of a revised set of policies processes and systems to manage data protection and security	CR39b	Director of Law and Assurance	New Policy put in place ahead of GDPR coming into effect, dedicated team now put in place and mandatory e-learning has been sent out for all staff to undertake.
Review of effectiveness of system for recording officer interests		Director of Law and Assurance	To be undertaken in 2019.
To review and revise Standing Orders on Contracts and procurement		Director of Law and Assurance	Review has been undertaken with minor technical amendments agreed by the Director of Law and Assurance.
Revision to form, clarity and accessibility of Constitution		Director of Law and Assurance	Constitution fully revised in summer 2018. Duplication was removed and a shorter, more accessible version was approved by Council in July 2018. This will make the document easier for officers to navigate and advise on.

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<b>Principle B – Openness and Stakeholders</b>			
Revision of the Forward Plan format		Director of Law and Assurance	Format revised in summer 2018 to ensure that the key information is included in a clear way.
Review to structure and effectiveness of Health & Wellbeing Board		Director of Public Health	<p><b>2018/19 Update</b></p> <ul style="list-style-type: none"> <li>The refreshed Joint Health and Wellbeing Strategy for West Sussex (2019-24) - Start Well, Live Well, Age Well, launched April 2019 after full engagement and consultation.</li> </ul>
Consultation Q&A system effectiveness review		Head of Communications and Engagement	Review to be undertaken in 2019
<b>Principle C – Sustainability</b>			
The actions to embed the priorities of the Sustainability Strategy		Executive Director Economy, Infrastructure & Environment	The Council's annual Sustainability Report is available on line at: <a href="https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/sustainability/">https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/sustainability/</a>
To update the Council's Social Value Policy		Director of Finance, Performance &	The Social Value Policy was reviewed by officers through workshops. The Policy has

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		Procurement	now been updated.
<b>Principle D – Optimising Interventions</b>			
Review of the form and presentation of the Total Performance Monitor		Director of Finance, Performance & Procurement	A review was undertaken by a Cabinet Member Task and Finish Group. The new format report was presented to Performance and Finance Select Committee at its October meeting.
Refresh of formal decision report format		Director of Law and Assurance	Format revised in summer 2018 to ensure that the key information is included in a clear way.
<b>Principle F – Risk and Performance Management</b>			
A review of the Risk Management system and recording process	FPP10	Director of Finance, Performance & Procurement	The risk management system has been reviewed and the format of Risk Report updated to reflect the changes. The risk report is reviewed by the Regulation, Audit and Accounts Committee at each meeting.
Review and update of Financial Regulations and Procedures		Director of Finance, Performance & Procurement	Completed. The new regulations were approved by the Regulation Audit and Accounts Committee in July.
Adults Services audit and peer review actions	CR55; CR56	Executive Director Children, Adults, Families, Health & Education	A 100 day programme across adult's social care has addressed the immediate recommendations from the peer review across six areas; practice, safeguarding, waiting lists,

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			leadership and culture, performance and systems and longer-term transformation. A longer-term improvement programme is currently being scoped which will deliver the long term vision for adult's social care across West Sussex.
Deprivation of Liberty (DOLS) internal audit recommendations	CR57	Executive Director Children, Adults, Families, Health & Education	<p>Additional resources are planned to be deployed to contribute to a significant decrease in current backlogs of assessments. This resource will be deployed on a priority basis in relation to minimising risk to both the individual and the authority.</p> <p>It will:</p> <ul style="list-style-type: none"> <li>• Implement a consistent approach</li> <li>• Ensure clear and accessible policies and procedures.</li> <li>• Ensure monitoring information is accurate and available to manage risk.</li> <li>• Develop governance for a clear audit.</li> </ul>
Business resilience internal audit recommendations		Director of Public Protection & Deputy Chief Fire Officer	A rolling programme of reviews of the departmental business continuity plans has been established. Following an independent review of WSCC Business Continuity planning arrangements a business case is now to be consider to streamline the methodology of Business Continuity Planning, this includes a

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			<p>review of current policy, structure and planning alignment to ISO 22301.</p> <p>Two of the recommendations have been fully completed and two partially completed.</p>
Procurement – regulatory compliance check		Director of Finance, Performance & Procurement	<p>The Standing Orders were updated and approved by the Director of Law and Assurance. A review of regulatory issues has been added to the monthly Procurement Board Agenda.</p>