

Annual Governance Statement 2021/22 Action Plan

The following actions to address significant governance issues have been agreed and updates will be provided during 2022/23.

Principle A

Action	Action Owner	Deadline	Updates
To ensure full implementation of officer interests and gifts (ongoing from 2021/22)	Director L&A	December 2022	Ongoing. All Directors and Head of Service in receipt of revised guidance and template for recording and collation. Arrangements underway for publication.
To adopt a simpler system for the recording of officer interests	Director L&A	December 2022	Completed. See above.
To disseminate the new officer guide to governance	Director L&A	October 2022	Completed.
To ensure full implementation of the plan to address the Teachers' Pension breach	Director F&SS	March 2023	<p>Ongoing. Progress is being made and data queries, validation of processes and technical issues are being worked through.</p> <p>The Teachers' Pension Scheme will progress processing casework for individuals where they have completed their data validation or queries have been resolved.</p> <p>Any impact on the completion of all option letters by 31 March 2023 will be determined by the Teachers' Pension Scheme as soon as possible.</p> <p>There are 450 individuals currently in scope.</p>

Principle B

Action	Action Owner	Deadline	Updates
Complete work to enhance and clarify the Council's partnership and community engagement arrangements as identified by the good governance project in 2020 (ongoing from 2021/22)	Assistant Director (Communities)	March 2023	Completed. The multi-agency approach to the pandemic contributed to a significant strengthening of the Council's partnership and community engagement arrangements across all services and sectors. The Council's Communities Directorate has led on work to enhance and clarify these arrangements, including through the development of a countywide community hub and the partnership response to support Afghan refugees and asylum seekers from Ukraine. The Council continues to aim to be an outward looking and collaborative organisation, including through initiatives such as the development of an Integrated Care Strategy covering health and care for the whole of Sussex.
Adults Services partnership and commissioning arrangements with NHS as part of care integration plans	Director of Adults and Health	March 2023	Completed. New governance arrangements are in place for the Sussex Integrated Care System. West Sussex representatives have been confirmed for the Sussex Integrated Care Board and the Sussex Integrated Care Partnership (Assembly). A Sussex Integrated Care Strategy was approved by the Cabinet lead in December 2022. Local West Sussex health and care plan is in place and joint working with the west Sussex health and wellbeing board is being developed.
Fire and Rescue (see FRS Statement of Assurance for 2022 published after Cabinet July 2022).	CFO	March 2023	Completed. Under the direction of the Cabinet Member for Fire and Rescue and Communities, West Sussex Fire and Rescue Service, within West Sussex County Council, has prepared an Annual Statement of

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			Assurance for 2021-22. This was approved in Cabinet and cleared call in July 2022.

Principle C

Action	Action Owner	Deadline	Updates
Annual refresh of The Council Plan	Chief Executive	March 2023	Ongoing. Scheduled for January Cabinet and February Council meetings.

Principle D

Action	Action Owner	Deadline	Updates
Children's Improvement implementation Plan (ongoing from 2021/22)	Director CF&L	March 2023	<p>Ongoing. The service is expecting a full Ofsted Inspection of Local Authority Children's Services (ILACS) imminently.</p> <p>The service has completed a further intensive period of activity over the last twelve months and has met all key objectives and targets. The work undertaken has been closely monitored and scrutinised by the regulator (Ofsted) and the DfE appointed Commissioner who is now the independent chair of the Improvement Board. The service has been able to evidence that it remains on a strong trajectory of improvement and is supported by the commitment shown by the whole Council, which has included significant financial investment to develop and implement the Children First programme. This</p>

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			<p>programme remains a Council priority and is acknowledged as an ongoing and iterative process.</p> <p>At the present time the Council is three years into this journey and the Children First programme can evidence significant progress and improvement against the challenges set by Ofsted and the Commissioner. These improvements (across the service) have been verified by the monitoring visits undertaken by Ofsted and through the evidence presented and scrutinised by the previous Commissioner. The improvement activity is monitored by the independent Improvement Board which meets every month. The Council, the leadership team and our staff remain fully focused to maintain the delivery of good outcomes for children and young people and to ensure we can evidence an iterative approach to sustainable improvement.</p>
Fire and Rescue Improvement Plan implementation (ongoing from 2021/22)	CFO	March 2023	<p>Completed. His Majesty's Inspectorate of Constabulary & Fire and Rescue Service (HMICFRS) carried out a further full inspection of West Sussex Fire & Rescue Service (WSFRS) between September and November 2021. This was HMICFRS's second full inspection of fire and rescue services in England. The improvement in the service was noted and new graded judgements were issued. This closure of the improvement plan was approved by Cabinet in September 2022 with further activity incorporated through continuous improvement in alignment with the new Community Risk Management Plan 2022-26.</p>

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			Performance and improvement continues to be closely measured through our Performance Assurance Framework (PAF) core measures to our new CRMP which launched in April 2022. This performance is regularly scrutinised by the Strategic Performance Board and through a dedicated FRS Scrutiny Committee.
Review of Officer executive Boards governance (ongoing from 2021/22)	Director L&A	December 2022	First review completed . Actions identified for consistency and clarity of board governance underway.
Review of most recent changes to capital governance arrangements to align with other governance changes (ongoing from 2021/22)	Director L&A & Director F&SS	March 2023	Ongoing . The new governance arrangements for the capital programme are in place and as detailed within the Capital Strategy to be approved by Council in February 2023. Also described in the Code of Governance and Officer Guide to Governance. Capital Hubs review included in action above. Further consideration will be given as part of the work to embed business planning process in 2023/24.

Principle E

Action	Action Owner	Deadline	Updates
Completion of Directorate Statements of Assurance	Director L&A	March 2023	Ongoing . Delayed to coincide with the finalisation of accounts. Statements to be completed before end March 23.

Principle F

Action	Action Owner	Deadline	Updates
Refresh compliance and consistency in scheme of onward delegation from Directors (annual action)	Director L&A	December 2022	Completed.
Review of Financial Regulations as part of Smartcore Project	Director F&SS	February 2023	Ongoing. This review is not yet been undertaken but will be completed in advance of the new system Go Live date and when a greater understanding on the ways of working and roles and responsibilities of the new systems have been agreed.
Review of Health and Safety governance	Director HR&OD	December 2022	Completed. Health & Safety governance remains under constant review to ensure it is meeting the needs of the Council. To further strengthen current arrangements, it has been agreed that the Cabinet Member for Support Services & Economic Development for will receive Health & Safety Annual Report and agree its distribution to cabinet colleagues, following a cabinet briefing. Added member awareness will also come from putting it into the weekly member bulletin (internal publication only).

Principle G

Action	Action Owner	Deadline	Updates
Improvements to Information Governance to address breaches & training compliance	Director L&A	March 2023	Ongoing. In final stages of being settled for implementation.

Key

CFO = Chief Fire Officer

Director F&SS = Director of Finance and Support Services

Director HR & OD = Director Human Resources and Organisational Development

Director L&A = Director of Law and Assurance

Director CF&L = Director of Children, Families and Learning