

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 | <p>Ongoing. (February 2023 update) All Directors and Head of Service in receipt of revised guidance and template for recording and collation. Arrangements underway for publication. (July 2023 Update) Publication is now in preparation.</p> <p>(December 2023 Update): Details collated and ready for publication.</p> |
| 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. (February 2023 update) 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> |

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|--------|--------------|----------|---|
| | | | <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> <p>(July 2023 update) To be completed in 2023/24. The data for around 80 cases has been produced with the financial implications being evaluated.</p> <p>(December 2023 Update):</p> <p>Progress continues to be made and data queries, validation of processes and technical issues are being worked through by WSCC Payroll and the Teachers' Pension Scheme.</p> <p>Timescales for the Teachers' Pension Scheme to progress processing casework for individuals where they have completed their data validation or queries have been resolved is still to be confirmed.</p> <p>There are 450 individuals currently in scope of which the options for around 80 cases have been calculated by the Teachers' Pension Scheme. This includes the potential financial implications. The completion date of the project is still to be confirmed.</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 | Completed. Review undertaken at January 2023 Cabinet and February 2023 Council meetings, integrated with the annual budget setting process. |

Principle D

| Action | Action Owner | Deadline | Updates |
|--|---------------|------------|--|
| Children's Improvement implementation Plan (ongoing from 2021/22) | Director CF&L | March 2023 | <p>Completed. A full Ofsted Inspection of Local Authority Children's Services (ILACS) took place in March 2023. The result was published on 11 May 2023, confirming that the Council has improved its services to an overall 'Requires Improvement' rating, with 'Good' elements, including in leadership and management.</p> <p>Service improvement continues to be driven by the Director of Children, Young People and Learning, held to account by the Cabinet and is scrutinised through the Children and Young People's Scrutiny Committee.</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</p> |

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| | | | <p>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> <p>Performance and improvement continue 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.</p> |
| 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 | <p>Completed. (February 2023 update) 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.</p> <p>(July 2023 Update) Ongoing during 2023/24 as part of the business planning process.</p> |

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| | | | (December 2023 Update): Completed. Additional task underway to integrate climate change fund prioritisation into capital programme governance. |

Principle E

| Action | Action Owner | Deadline | Updates |
|---|--------------|------------|--|
| Completion of Directorate Statements of Assurance | Director L&A | March 2023 | Completed. Statements were 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. (February 2023 update) 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. (July 2023 update) Review of Financial Regulations underway and to be completed in 2023/24. These will remain subject to review as part of the SmartCore Programme. |

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| | | | <p>(December 2023 Update): The review of the Financial Regulations is on track to be completed and reported to the March 2024 meeting of RAAC. Officers are also updating the Financial Procedures which underpin the Financial Regulations.</p> |
| Review of Health and Safety governance | Director HR&OD | December 2022 | <p>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).</p> |

Principle G

| Action | Action Owner | Deadline | Updates |
|--|--------------|------------|---|
| Improvements to Information Governance to address breaches & training compliance | Director L&A | March 2023 | <p>Completed. These matters have now been addressed.</p> |

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

RAAC = Regulation, Audit and Accounts Committee