

2017-18 Annual Governance Statement - Issue	Risk Register (Ref)	Responsible Officer	Action(s)
Principle A – Integrity and compliance			
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 autumn 2018
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 autumn 2018
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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Principle B – Openness and Stakeholders			
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	<ul style="list-style-type: none"> • The West Sussex Health and Wellbeing Board (HWB) is currently reviewing and refreshing its Joint Health and Wellbeing Strategy (JHWS), replacing the current 2015–2018 strategy. The Board is utilising the opportunity this presents to engage in a “learning by doing” process, to develop the Board as system leaders for health and wellbeing whilst producing a refreshed strategy. As system leaders, the Board looks to provide leadership across geographical, organisational and professional boundaries, to identify local needs and assets using the Joint Strategic Needs Assessment (JSNA) and ways of addressing these through the JHWS. • The Board are currently engaging with partners and stakeholders on a refreshed HWB vision, a set of guiding principles and model of strategic leadership. • The consultation period for the refreshed Joint Health and Wellbeing Strategy is scheduled to begin in mid November 2018, running for an 8 week period.

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Consultation Q&A system effectiveness review		Head of Communications and Engagement	Review to be undertaken in spring 2019
Principle C – Sustainability			
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: https://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/sustainability/
To update the Council's Social Value Policy		Director of Finance, Performance & Procurement	The Social Value Policy is being reviewed by officers through workshops. The update is on track for delivery this year.
Principle D – Optimising Interventions			
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.

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Principle F – Risk and Performance Management			
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.
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, 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	Additional resources are in the process of being planned and 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.

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			<p>It will:</p> <ul style="list-style-type: none"> • Implement a consistent approach across the council to uphold customers' legal rights under the Mental Capacity Act 2005. • Ensure clear and accessible policies and procedures are in place to manage the risks to the individual (harm) and the council (reputational and compensational damage). • Ensure monitoring information is accurate and available to manage risk and enable decision making about how best to deploy limited resources. • Develop governance procedures that demonstrates a clear audit trail that reflects responsibility for key decision making in managing the risks associated with a limited resource that may result in situations where an authorisation for a 'Deprivation of Liberty' is not in place, or not reviewed, and as a consequence the individual may suffer arbitrary detention.

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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 review of current policy, structure and planning alignment to ISO 22301. If the business case is agreed in November 2018 the revised planning arrangements will reduce the number of plans required, provide a more flexible approach in supporting disruptive events whilst maintaining the most critical of WSCC services.
Procurement – regulatory compliance check		Director of Finance, Performance & Procurement	The Standing Orders have been updated and will be presented to Governance Committee at their next meeting. A review of regulatory issues will be added to the monthly Procurement Board Agenda.