

Appendix 1 - Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date	Position as at 25 th February, 2010	Position as at 17 th May 2010
KLOE 1.2 (understanding costs and achieving efficiencies)								
	R1 Make staffing costs clear in financial reporting to the Joint Committee to enable the partnership to assess VFM by comparing costs and performance.	3	1. Treasurer	Yes	Incorporate into 2009/10 Accounts.	31 March 2010	Clarification of staffing costs have been included in Statement for Accounts for 2009/2010. This will be completed by 31 st March 2010.	Staffing costs have been included in the Statement for Accounts – 21 st June 2010 report.
	R2 Complete and review effectiveness of new performance management framework.	2	TFSH PD	Yes	2. Review arrangements in the light of the revised TFSH Business Plan.	31 March 2010	Performance management was undertaken in 2009/10. In June 2009 a report was considered by the Joint Committee, Item 6 which was a review of The Business Plan 2007-2009 and Adoption of Business Plan 2009-11 Such performance monitoring will continue on an annual basis and will be reported to the Senior Management Board at regular intervals.	The senior management board receive regular reports on performance management
	R3 Integrate financial and performance reporting to support assessment of VFM.	2	1. TFSH PD 2. TFSH PD / Treasurer	Yes	1. Integrate timetable 2. Consider incorporating performance information into finance reports	31 March 2010	A timetable for integrating financial and performance reporting will be established by 31 st March 2010. The programme is for the Summer 2010 Business Plan, the report on progress	Under Review

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							to include financial information. Consideration has been given to incorporating performance information into finance reports. The outcome is to reinforce the need of client managers to complete quarterly monitoring forms. The Senior Management Board will consider this at its meetings.	
KLOE 1.3 (financial reporting)								
	R4 Joint Committee to consider budget reports quarterly.	3	Treasurer	Yes	Quarterly budget monitoring reports are being submitted to the Joint Committee.	Sep 09	Actioned. A budget report is presented to the Joint Committee on a quarterly basis.	Quarterly Budget Monitoring has been undertaken.
	R5 Ensuring that information about TFSH, including its accounts (when published) is easily available on the TFSH website and accessible to residents whose first language is not English.	1	TFSH PD	Yes	Incorporate appropriate levels of access on TFSH website.	31 March 2010	Statement of Accounts are on the TfSH website. Additionally each quarterly budget report is on the TfSH website. This will be actioned before the 31 st March 2010. Accessibility options are a standard feature of all HCC linked websites, offering translation facilities for those for whom English is not their mother tongue.	Statement of Accounts are available online through the Joint Committee reports. A Statement of Accounts will be available of the TfSH website by the beginning of August 2010.
KLOE 2.3 (good governance)								
	R6 Update TFSH website to reflect the changes to the partnership's	2	TFSH PD	Yes	Ensure up to date partnership information is appropriately recorded	31 March 2010	The working groups originally envisaged for TfSH were described in Appendix 4 of the Legal Agreement	The TfSH website is subject to review and upgrading. Further improvements are planned as part of work on a

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	working groups.				on the TFSH website.		(accessed under Meetings Documents and Publications). This needs an overprint to the PDF to say that the original working groups have changed. A new list will be prepared and submitted to be added as a brief mention under Partnerships.	communications strategy.
	R7 Develop a consultation policy and make sure this includes reporting to the Joint Committee so that the Committee can be assured that key consultations which relate to TFSH are well managed and include consultation with ethnic minority and vulnerable groups.	3	TFSH PD	Yes	Review TFSH communications strategy, and report to Joint Committee on the outcomes of the review and recommend any changes if appropriate.	31 March 2010	Work currently in progress. It is planned to report a consultation policy for TfSH to the Joint Committee meeting in Summer 2010. It is also planned to report to the summer Joint Committee a new TfSH Communication Strategy.	Work is shortly to be commissioned on a TfSH communication strategy and the outcomes of this will be reported to the September Joint Committee
	R8 Make complaints and whistle-blowing policy and procedures accessible to the public and staff through TfSH's website.	3	TFSH PD	Yes	Ensure policies and process is on TFSH website.	31 March 2010	Work currently in progress. Need to add website links to address. Complaints will be actioned with an entry on the contact details page. Whistle blowing is an internal matter and all TfSH staff have been reminded of the procedure. For the 2009/10 accounts, a link will be provided within the report underlining this facility.	Procedure complete and staff notified.

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KLOE 2.4 (risk management and internal control)								
	R9 Identify and manage TfSH's strategic risks and report regularly on the management of these risks to the Joint Committee.	3	TFSH PD	Yes	Incorporate risk management reporting into performance reports to Joint Committee setting risk management approach and any actions taken.	31 March 2010	This was actioned. A Strategic Risk Register (App 2, Item 5 of 22/1/10 TfSH Joint Committee) was considered and approved by the TfSH Joint Committee.	Joint Committee report, June 21 st provides update (PIB).
	R10 Ensure that lead councils are appointed for all funded projects; they understand their risk management responsibilities for their allocated projects and that exceptions are reported to the Joint Committee.	3	TFSH PD	Yes	Lead councils appointed for all projects. And they are to be made aware of risk management responsibilities and to report exceptions to Joint Committee .	31 March 2010	Actioned. All new projects for delivery became assigned to the Highway Authority that is responsible for a particular area and are reported to the Joint Committee.	Complete.
	R11 Make clear TfSH's arrangements for preventing and dealing with fraud and corruption in the partnership's financial protocols.	2	Treasurer	Yes	Incorporate into revision of Finance Protocols.	31 March 2010	Work currently in progress. Updated financial protocols will be reported to 29 April 2010 Joint Committee.	Appendix to finance report for June 21 st Joint Committee.