

# **Governance**

## **Business Plan 2018-19**



GOVERNANCE DIRECTORATE SERVICE PLANS 2017				
Director:				
Principal/Service Accountant (noted)	John Bell/Claire Walters			
Leadership Team & Management Board	14th February 2018			
Responsible officer	Nigel Richardson	Simon Hill	Sarah Marsh	Alison Mitchell
<b>PORTFOLIO</b>	<b>DEVELOPMENT MANAGEMENT 1 - 4</b>	<b>GOVERNANCE 5 - 10</b>	<b>AUDIT AND CORPORATE FRAUD 11 - 13</b>	<b>LEGAL SERVICES 14</b>
Governance and Development Management	<p>Cllr John Philip</p> <p>.....</p> <p>Signed</p> <p>Date.....</p>			
Safer, Greener and Transport (Heritage Conservation, Trees & Landscape)	Cllr Sam Kane  ..... Signed  Date.....			

NO.	ACTION	DEADLINE	TARGET / SUCCESS MEASURE(S)	LEAD OFFICER / TITLE	CROSS REFERENCE	PROJECT / BAU
<b>DEVELOPMENT MANAGEMENT (Responsible officer Nigel Richardson)</b>						
<b>1</b>	Support the implementation of the submitted Local Plan.	2018 onwards	<ul style="list-style-type: none"> <li>-Encourage and aid measures to enhance and protect the natural, historic and green infrastructure of the district through planning application decision process.</li> <li>-Deliver identified economic and housing growth through planning application decision making to achieve 5 year land supply.</li> <li>-Support and put in place the establishment and function of the Strategic Site Implementation Team and project teams for the delivery of major housing through the process of masterplanning, use of planning performance agreements, pre-application discussions, and use of Quality Review Panels.</li> </ul>	Nigel Richardson – AD Development Management	Local Plan Submission Version December 2017  Corporate Plan 2.1, 2.3, 3.1,3.4	Local Plan Policies  BAU/Project
<b>2</b>	Integrate and improve business processes to adapt from manual paper based working to electronic paperless working.	2018/20	<ul style="list-style-type: none"> <li>-Maximise &amp; manage DC/BC Income</li> <li>-Reduce costs and paper usage</li> <li>-Promote mobile &amp; flexible working</li> <li>-Improve the quality of electronic planning records</li> <li>-Support business process improvement across DC, BC &amp; LLC to ensure efficient use of resources.</li> </ul>	Peter Millward/ Nigel Richardson – Development Management Business Manager and AD	Corporate Plan 3.3, 3.4  EFDC Transformation Programme Project 019	P019 BC & DC File Quality Improvement and Scanning Indexing Project
<b>3</b>	Prepare the transfer of Local Land Charges Register to the Land Registry	2018/20	<ul style="list-style-type: none"> <li>- Convert paper and other manual LLC records to ensure that accurate electronic LLC records are available for handover to the Land Registry.</li> <li>- Make available spatially accurate addressable property records as defined by <a href="#">Data Entry Conventions</a> and also in <a href="#">Best Practice for Basic Land and Property Unit (BLPU) Polygons</a> to the Land Registry as part of the handover process.</li> </ul>	Peter Millward/ Jill Tautz - Development Management Business Manager and LLC Manager	Director lead internal re-organisation	Realignment & integration with Development Management BAU/Project

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4	Deliver Planning Application turnaround times to comply with statutory KPI deadlines	2018 onwards	<ul style="list-style-type: none"> <li>- Increase staffing resource and make Business Process changes, through the income received from planning performance agreements and the 20% increase in planning application fees, to ensure the processing of planning applications meets MHCLG targets.</li> <li>- Update Local Planning Validation checklist to facilitate faster and improve processing of planning applications to reduce pressure on Planning Officers.</li> <li>- Move towards electronic caseload management on Information@work.</li> </ul>	Nigel Richardson - AD Development Management	EFDC Corporate KPI's GOV04-08  Corporate Plan 2.3	Council Statutory KPI/BAU (requirement to meet 8 & 13 week targets for minor & major planning applications)
<b>GOVERNANCE (Responsible Officer: Simon Hill)</b>						
5	Corporate support for the introduction of the General Data Protection Regulation (GDPR);	31 May 2018	Implementation of the Council's approach to securing GDPR compliance and the provision of ongoing GDPR-related support to service areas;	S. Tautz (Data Protection Officer)	'Stronger Council' - 3.2 Robust local democracy and Governance	Business As Usual activity
6	Complete a Review of Polling Stations as required during 2018 by Representation of the People Act 1983, as amended	31 December 2018	Consultation completed RO considers representations Decision on station made New proposals implemented for 2018	Senior Electoral Services Officer/ AD Governance	Stronger Council - 3.2 Robust and local democracy and governance	Business As Usual activity
7	District Elections 2018	30 June 2018	All District Elections Completed without electoral challenge	Senior Electoral Services Officer/ AD Governance	Stronger Council - 3.2 Robust and local democracy and governance	Business As Usual activity
8	Canvass 2018 and Promotion of Electoral Registration	20 November 2018 & 31 March 2019	To complete the 2018 Canvass and during both pre-election periods in 2018 and 2019 and during the summer canvass 2018 to promote electoral registration amongst the local community	Senior Electoral Services Officer/ AD Governance	Stronger Council - 3.2 Robust and local democracy and governance  2018/19 Plan item 3.1.3	Business As Usual activity
9	Gain approval for an Electoral Review of the District Council	31 March 2019	To submit an issues paper to the Cabinet and Council by March 2019	AD Governance	Stronger Council - 3.2 Robust and local democracy and governance	This will be a later project

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10	Corporate Website Redesign	September 2018	Platform – Wordpress 2017 Site Map approved 2017 Beta site creation /Templates completed May 2018 Appropriate content transfer from Joomla July 2018 New content generation May 2018 Testing July 2018 Launch September 2018 Post launch maintenance and Post launch evaluation by March 2019	Tom Carne – Public Relations Manager	B1 B3 B4 3.1 Engaging with the changing needs of our customers 3.2 Robust local democracy and governance 3.4 Improving performance through innovation and new technology	Business As Usual Activity and emerging Project
<b>INTERNAL AUDIT AND CORPORATE FRAUD (Responsible Officer: Sarah Marsh)</b>						
11	Delivery of a sufficiently diverse Internal Audit (IA) plan that it covers a variety of service areas and corporate themes for different risks.	31 March 2019	Sufficient IA work in order that the Chief Internal Auditor can give their year-end opinion to the June 2019 Audit and Governance Committee.	Sarah Marsh/Chief Internal Auditor	3.2 Robust local democracy and governance	BAU
12	Deliver the 18/19 Corporate Fraud Team Strategy, which includes a range of proactive and reactive fraud activities.	31 March 2019	Quarterly reports to the Audit and Governance Committee and Annual Report to July meeting	Sarah Marsh/Chief Internal Auditor	3.5 Efficient use of our financial resources, buildings and assets	BAU
13	Promote the corporate fraud team and the services that it can provide internally and externally with a view for identifying opportunities for income generation.	31 March 2019	External and internal income received without compromising the quality of services provided to EFDC.	Sarah Marsh/Chief Internal Auditor	3.5 Efficient use of our financial resources, buildings and assets	BAU

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<b>LEGAL SERVICES (Responsible Officer Alison Mitchell)</b>						
<b>14</b>	To support the implementation of the Services Accommodation Review by increasing remote working and reducing storage space required.	March 2019	To review the paper files and dispose of old files and to scan in the majority of the remaining files onto the case management system To review and scan contracts and contract files and dispose of any that are outdated. To use electronic files for all routine cases. To expand remote working by staff by use of the case management system and other relevant technology. Success will be measured by: - the completion of these targets - a more flexible workforce able to access their own and each other's files wherever located.	Assistant Director (Legal Services), Senior Legal Officer, Senior Planning Solicitor, Senior Legal Executive	3.5 Efficient use of our financial resources, buildings and assets.  3.4 Improving performance through innovative technology	BAU Project P173
<b>15</b>	Retain Lexcel Accreditation  To achieve and maintain professional qualifications and to increase knowledge in the service of the legal requirements of the Local plan and commercial opportunities for Councils.	September 2018  March 2019	Retention of Lexcel Accreditation 1. Attendance at Local Authority and commercially run courses for training. Reading and monitoring appropriate legal journals and websites. Attendances at special interest groups run by the Public Law Partnership.  2. The Legal Service is able to provide the advice and support to the officers and members require to achieve the goals set out in the Corporate Plan.	Assistant Director (Legal Services) and Senior Legal Officer  Assistant Director (Legal Services), Senior Legal Officer, Senior Planning Solicitor, Senior Legal Executive	3.3. – Enhancing skills and flexibility of our workforce	BAU
<b>16</b>	To continue to reduce costs and/or increase productivity by working in partnership with other Council's legal services e.g. through the Public Law Partnership	March 2019	Reduced fees charged by the on-line libraries and precedents because of the greater purchasing power of the group. Participation at PLP training courses. Knowledge base expanded through attendance at special interest groups. Sharing knowledge through use of the on-line forum.	Assistant Director (Legal Services)	3.6 Working with commercial partners to add value for our customers	BAU