

**Governance and Risk Management Service Plan 2015/16**

Action Plan						Connections	
Action Code	ACTION	What role will the service play? (Please click in the cell to select the relevant role by clicking on the drop down arrow)	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date	Lead Officer	If the action impacts on another service in terms of support/input, please specify below:	Links to partnership wide agendas:

**Corporate Priority: Prosperity**  
**Strapline: Improving the economic and social opportunities available to our communities**

**Protect the environment**

<b>15-GRM01</b>	Auditing (and further development if required) of Corporate Land Inspection policy.	Enabler	<p><b>Target:</b> Production of a policy will be completed in 2014/15. However, there are suggestions for the project to expand significantly.</p> <p><b>Outcome:</b> Compliance with legislation, common law and best practice. Resilient Corporate Land Inspection Policy in place. Potential to help to reduce the risk of future claims.</p> <p><b>Critical Success Factors:</b> Systems in place to record data.</p> <p><b>Environmental Impacts:</b> None identified.</p>	31 March 2016	Risk Assurance Officer	Support from other services	None
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**Deliver value for money and reduce our reliance on central government funding**

<b>15-GRM02</b>	Tender the insurance portfolio with cover to commence on 31st May 2016.	Enabler	<p><b>Target:</b> Achieve an optimum combination of cover / self-insurance / value for money. To include consideration of a self-insurance fund for appropriate areas, and increased excess levels. (Commence with appointment of a Broker).</p> <p><b>Outcome:</b> New Insurance arrangements in place.</p> <p><b>Critical Success Factors:</b> Systems in place to record data.</p> <p><b>Environmental Impacts:</b> None identified.</p>	31 May 2016	Risk Assurance Officer	Support from other services	None
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<b>Enhance the economic well being of East Herts</b>							
<b>15-GRM03</b>	To achieve a paperless ordering process	Enabler	<p><b>Target:</b> Review of processes in place for the payment of invoices and to implement an electronic process providing a saving to both Council and suppliers and a more compliant way of working.</p> <p><b>Outcome:</b> Everything ordered electronically, with an intention to shorten the process time to less than 30 days.</p> <p><b>Critical Success Factors:</b> Systems to be available for data analysis.</p> <p><b>Environmental Impacts:</b> Reducing waste and preventing deforestation.</p>	31 March 2016	Procurement Officer	Support from other services and acting on the outcome of the Finance Review project.	None
<b>15-GRM04</b>	To achieve a fully electronic procurement process	Enabler	<p><b>Target:</b> Implement a more updated electronic-sourcing tool with full take up by all staff, ensuring the Council are fully compliant with EU and UK Law and their own Procurement Regulations. Providing better access to local and SME suppliers to bid for work with the Council.</p> <p><b>Outcome:</b> New e-sourcing tool utilised by all staff. Possible increase in SME suppliers bidding for work.</p> <p><b>Critical Success Factors:</b> Procurement information must be shared with the Procurement Officer.</p> <p><b>Environmental Impacts:</b> Reducing waste and preventing deforestation.</p>	31 March 2016	Procurement Officer	Support from all other services.	None
<b>15-GRM05</b>	To implement a Procurement Compliance Policy	Enabler	<p><b>Target:</b> To achieve sign off and implementation of a Procurement compliance policy. This will highlight areas of non-compliance, areas for supporting non-compliant staff and consideration of possible sanctions.</p> <p><b>Outcome:</b> Policy in place.</p> <p><b>Critical Success Factors:</b> Procurement information must be shared with the Procurement Officer. Systems in place to record data.</p> <p><b>Environmental Impacts:</b> None identified.</p>	31 March 2016	Procurement Officer	Support from all other services.	None

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15-GRM06	All aspects of Facilities Management responsibilities to be delivered under fully compliant contracts	Enabler	<p><b>Target:</b> All tender processes in progress or completed to ensure Facilities Management are fully compliant with EU and UK Law and Council Procurement Regulations. This will reduce the risk to the Council where no terms and conditions or Service Level agreements are in place.</p> <p><b>Outcome:</b> Full use of compliant contracts. Reduction of 'soft contracts'. Enablement of Facilities Management Helpdesk staff to allocate work to external suppliers. Possible increase in the use of SME's as contractors. <b>Critical</b></p> <p><b>Success Factors:</b> Facilities Management staff to embrace changes to working practices and input to successful supplier relationships.</p> <p><b>Environmental Impacts:</b> Reducing waste and preventing deforestation</p>	31 March 2016	Facilities Manager	Support from all other services.	None