

APPENDIX "A"

CORPORATE COMPLIANCE & REVIEW GUIDANCE

Directors, Divisional Heads & Service Managers will be responsible, via explicit personal annual appraisal targets, for the following:

- Review, rewrite and reissue not less than one-third (100% over three years) of the guidance, formal procedures, practice notes and similar material relevant to the particular service area having regard to the following corporate policies:

Leader's Position Statement
Best Value Performance Plan
Financial Regulations
Personnel Policies & Procedures
The Council's Constitution
Procurement Strategy
Risk Assessment Guidance
CPA Improvement Plans
- Through staff and user consultation, the results of Best Value Service Reviews, benchmarking and emerging best practice, ensure that process reviews can demonstrate continuous improvement.
- Implement agreed actions following any Internal Audit Reports relevant to the service.
- As vacancies occur, review staff competencies required for the current and emerging tasks.
- Ensure Personal Development Programmes, agreed with individual staff as part of the annual appraisal process, are relevant to service needs (current and anticipated) and monitored for delivery.
- Using the Service Plan performance management document and Audit Commission performance indicators, monitor agreed targets, not less than monthly, and report any under-achievement and recovery strategies to immediate superior.
- Where budget management or capital project expenditure responsibility exists ensure, with appropriate Accountancy staff, monitoring at not less than monthly intervals, with variations (plus or minus 5%) being identified and reported to immediate superior.

The annual Audit Plan and Risk Assessment Review, undertaken by Internal Audit staff, will include scrutiny of the required actions detailed above and formal reports will be issued on any non-compliance.