

Appendix 2 - Royal Borough of Windsor and Maidenhead - Annual Governance Statement 2018/19 Corporate Action Plan

| Ref | Corporate Governance issue | Management action and response | Responsibility | Expected Outcome | Target Date |
|------------|--|--|---|---|----------------------------------|
| AGS19.1 | Business Continuity Plans for the organisation. (Carried forward from 2015/16, 2016/17 and 2017/18) | The lack of Business Continuity Plans has been a failure of the organisation for several years. A new process for the creation and maintenance of acceptable BCPs will be in place by September 2019 | Corporate Leadership Team | All areas of the Council have appropriate, up to date BCPs in place accompanied by a robust activation mechanism. | March 2020 |
| AGS19.2 | Budget pressures | Budget Managers are accountable for managing and controlling spend and income against approved budgets. Financial monitoring is undertaken on a monthly basis by the Budget Managers and reported to the s151 Officer through the finance team. CLT and Cabinet consider financial updates each month and mandate any remedial action necessary. | All budget managers. Deputy Director & Head of Finance (s.151 Officer). Corporate Leadership Team | Expenditure and income are delivered in line with approved budgets. Budget pressures are mitigated by services. Annual budget setting reflects the actual expected needs of the organisation. | January 2020 |
| AGS19.3 | Health and Safety | Surveys have identified some additional works within school and other council buildings to take place in the 2019/2020. Health & Safety Strategy Group meet on a quarterly basis to monitor progress and compliance including feedback from the Building Compliance Group meetings | Corporate Leadership Team | All additional identified works completed. Continual monitoring is in place. | March 2020 September 2019 |
| AGS19.4 | GDPR Compliance | Staff fully trained in data protection and management. Data Protection Link Officers to liaise with DPO to provide progress reports. | Corporate Leadership Team | The Council operates in a fully GDPR compliance manner and any GDPR issues | October 2019 |

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|-----|----------------------------|--|-------------------------|---|-------------|
| | | CLT received regularly updates on progress and any breaches or other issues that need resolving. | Data Protection Officer | are resolved appropriately. Approved Corporate Record Retention Policy. | |