

# Assurance Statement

	A	B	C	D	E	F
1	Ref	Dimension within Local Code	Source	Local Code Key aim	Local Code demonstrating compliance	Action required
2	CG1001	Community Focus	SP 0523	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and	Corporate Plan	Review and publish the corporate plan
3	CG1002	Community Focus	SP 3021	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and	Annual budget	Manage budget setting process
4	CG1003	Community Focus	SP3023	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and performance.	Capital strategy	Update and produce capital strategy
5	CG1003	Community Focus		Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and	Medium Term Financial Strategy	Annual approval of Medium Term Financial Strategy by Council
6	CG1004	Community Focus	SP 3020	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and performance.	Approval of statement of accounts by Audit and Corporate Governance	Ensure the SoA are prepared in accordance with the statutory timetable
7	CG1004	Community Focus	SP 3022	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and		Improve Statement of Accounts w/papers from Good to Excellent
8	CG1005	Community Focus	SP 3024	Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and	Treasury management strategy	Produce Treasury Management Investment Strategy
9	CG1005	Community Focus		Publish on a timely basis an annual report presenting an objective, understandable account of the Council's activities, achievements, its financial position and	Treasury management outcome report	Treasury Management outturn report considered by Council
10	CG1006	Community Focus	SP 1007	Publish on a timely basis a performance plan presenting an objective, balanced and understandable account and assessment of the Council's current performance in service delivery and its plans to maintain and improve	Annual performance plan/individual service plans	CPA Report service plan progress
11	CG1007	Community Focus	SP 3012	Put in place proper arrangements for the independent review of the financial and operating processes		Monitor performance of service provider – incumbent and new
12	CG1007	Community Focus		Put in place proper arrangements for the independent review of the financial and operating processes	Accounts audited by external auditors and Annual Audit and Inspection Letter reviewed by Audit and Corporate Governance Committee.	Final audited statement of accounts approved by Audit and Corporate Governance Committee

13	CG1007	Community Focus		Put in place proper arrangements for the independent review of the financial and operating processes	Accounts audited by external auditors and Annual Audit and Inspection Letter reviewed by Audit and Corporate Governance Committee.	Final audited statement of accounts approved by Audit and Corporate Governance Committee
14	CG1007	Community Focus		Put in place proper arrangements for the independent review of the financial and operating processes	Accounts audited by external auditors and Annual Audit and Inspection Letter reviewed by Audit and Corporate Governance Committee.	Approval of the Audit Commission's annual governance report by Audit and Corporate Governance Committee
15	CG1007	Community Focus		Put in place proper arrangements for the independent review of the financial and operating processes	Accounts audited by external auditors and Annual Audit and Inspection Letter reviewed by Audit and Corporate Governance Committee.	Approval of Annual Audit and Inspection letter by Audit and Corporate Governance Committee
16	CG1009	Community Focus	LPT 132	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Consultation strategy adopted by Council.	Achieve a 10 percent increase in the number of opportunities for people to give their views on current/future services (high is good)
17	CG1009	Community Focus	LPT 133	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Consultation strategy adopted by Council.	Achieve a 5 percent increase in number of responses to consultations on Council services (high is good)
18	CG1009	Community Focus	SP 0515	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Consultation strategy adopted by Council.	CPA Develop activities to engage with BME groups
19	CG1009	Community Focus	SP 0516	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Consultation strategy adopted by Council.	Develop a reference group to engage with representatives of disability groups to understand needs and barriers to access so that the Council can address
20	CG1010	Community Focus	SP 4601	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Implementing E-government (IEG) Statement agreed by Council	Review e-gov strategy and action plan, create new plan for unfinished tasks

21	CG1010	Community Focus	SP 4603	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work	Implementing E-government (IEG) Statement agreed by Council	Promote take-up of e-services
22	CG1010	Community Focus	SP 4608	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work	Implementing E-government (IEG) Statement agreed by Council	Ensure that services are e-enabled wherever possible
23	CG1012	Community Focus	SP 0514	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Local Strategic Partnership being established, aiming to produce Community	CPA Develop a community engagement strategy
24	CG1012	Community Focus	SP 1501	Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council and put in place appropriate monitoring processes to ensure that they continue to work.	Local Strategic Partnership being established, aiming to produce Community	Deliver South Oxfordshire Partnership projects and drive Community Strategy
26	CG1015	Community Focus		Make an explicit commitment to openness in all of its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and	Access to Information rules incorporated in Constitution.	Annually review Constitution to ensure up to date and in accordance
27	CG1017	Community Focus		Make an explicit commitment to openness in all of its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.	Development and approval by Council of Publication Scheme under the Freedom of Information Act	Complete review of scheme
28	CG1018	Community Focus	LPT 133	Establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively.	Consultation strategy adopted by Council.	Achieve a 5 percent increase in number of responses to consultations on Council services (high is good)
34	CG1020	Community Focus	SP 4602	Establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively.	An interactive website that enables residents to access services and information online such as pay bills and view planning applications and	Produce and carry out web site improvement plan
35	CG1021	Community Focus	LPT 216	Establish clear channels of communication with all sections of the community and other stakeholders, and put in place proper monitoring arrangements to ensure that they operate effectively.	An interactive website that enables residents to access services and information online such as pay bills and view planning applications and	Percentage of types of transactions delivered electronically
37	CG1023	Community Focus	SP 0514	Ensure that there is a vision for the local community, and that strategic plans, priorities and targets are developed efficiently and coherently, in consultation with the local community and other key stakeholders, and that they are clearly communicated.	Development of Consultation Strategy (renamed community engagement strategy)	CPA: Develop a community engagement strategy

38	CG1024	Community Focus	SP 0523	Ensure that there is a vision for the local community, and that strategic plans, priorities and targets are developed efficiently and coherently, in consultation with the local community and other key stakeholders, and that they are clearly communicated.	Corporate Strategies and Performance Targets developed and reviewed in consultation with stakeholders, considered by Cabinet and Council in public	Review and publish the corporate plan
39	CG1025	Community Focus	SP 1501	Ensure that there is a vision for the local community, and that strategic plans, priorities and targets are developed efficiently and coherently, in consultation with the local community and other key stakeholders, and that they are clearly communicated.	A community strategy has been prepared through the local strategic partnership	Deliver South Oxfordshire Partnership projects and drive Community Strategy
40	CG2027	Service delivery arrangements	SP 0527	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Development of Performance management strategy and	Publish the Council's annual performance plan
41	CG2027	Service delivery arrangements	SP 1006	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Development of Performance management strategy and	CPA: Further development of the performance management
42	CG2027	Service delivery arrangements	SP 1008	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Development of Performance management strategy and system.	CPA Produce handbook, following consultation, setting out corporate performance management expectancy
43	CG2028	Service delivery arrangements	BVPI 002a	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Equal Opportunities Policy Statement in place.	Level of the Equality Standard for Local Government achieved, in respect of gender, race and disability (high is good)
44	CG2028	Service delivery arrangements	BVPI 002b	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Equal Opportunities Policy Statement in place.	Duty to promote race equality, % score against checklist (high is good)
45	CG2028	Service delivery arrangements	SP 0504	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Equal Opportunities Policy Statement in place.	CPA Develop equality awareness training for staff and councillors including new duties relating to disability and gender
46	CG2028	Service delivery arrangements	SP 0517	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.		Publish sustainable development strategy including actions for other service teams
47	CG2028	Service delivery arrangements	SP 0521	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.		Deliver sustainable procurement actions

48	CG2028	Service delivery arrangements	SP 0524	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.		Develop processes for integrating sustainable development into the work of all service teams
49	CG2029	Service delivery arrangements	BVPI 156	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Ensure equality of access for all to all of our services	% of the authority's buildings open to the public which are suitable for disabled people (high is good)
50	CG2029	Service delivery arrangements	LPT 187	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Ensure equality of access for all to all of our services	Develop a Young Peoples Strategy and action plan
51	CG2029	Service delivery arrangements	LPT 215	Set standards and targets for performance in the delivery of services on a sustainable basis and with reference to equality policies.	Ensure equality of access for all to all of our services	Carry out equality impact assessments of all our services
52	CG2030	Service delivery arrangements	SP1006	Put in place sound systems for providing management information for performance measurement purposes.	Development of Performance Management system involving Statement of Strategic Intent, Strategic Objectives and Service Performance Targets and operational	CPA further development of the performance management system
53	CG2031	Service delivery arrangements	LPT 217	Put in place sound systems for providing management information for performance measurement purposes.	On-going Budget Monitoring process.	Achieve CPA Use of Resources minimum score of 3 in all five elements by 2008/09  (Assessment score on Audit Commission's Use of Resources
54	CG2032	Service delivery arrangements		Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans.	Performance management system provides for performance to be monitored by reference to performance indicators	Quarterly reports to Cabinet
55	CG2034	Service delivery arrangements	LPT 213	Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans.	Role of Scrutiny Committees in scrutiny and overview of the Council's performance	Number of scrutiny reviews carried out in the year
56	CG2034	Service delivery arrangements	SP 0502	Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans.	Role of Scrutiny Committees in scrutiny and overview of the Council's performance	CPA Support the Council's own Scrutiny Committees in carrying out reviews

57	CG2036	Service delivery arrangements	SP 3021	Put in place arrangements to allocate resources according to priorities.	Annual budget process - approved by full Council. Regular monitoring of departmental budgets and provision for dealing with variances. Medium Term Financial Strategy agreed and reviewed annually in conjunction with the Council's Strategic Objectives and Performance Management	Manage budget setting process
58	CG2037	Service delivery arrangements	LPT 131	Foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and consider outsourcing where it is efficient and effective to do so, in delivering services to meet the needs of the local community, and put in place processes to ensure that they operate effectively.	The Council is developing a Community Strategy through the work of the Local Strategic Partnership	Community Strategy objectives delivered by other partners (high is good)
59	CG2038	Service delivery arrangements	SP1501	Foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and consider outsourcing where it is efficient and effective to do so, in delivering services to meet the needs of the local community, and put in place processes to ensure that they operate effectively.	The Council is developing a Community Strategy through the work of the Local Strategic Partnership	Deliver South Oxfordshire Partnership projects and drive Community Strategy
60	CG2040	Service delivery arrangements	LPT 128	Foster effective relationships and partnerships with other public sector agencies and the private and voluntary sectors, and consider outsourcing where it is efficient and effective to do so, in delivering services to meet the needs of the local community, and put in place processes to ensure that they operate effectively.	Continuously improve service standards in priority areas	Percentage of major contractors rated as 'good' or 'excellent' (high is good)
61	CG2041	Service delivery arrangements		Respond positively to findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.		Review Audit Commission's Annual Audit and Inspection Letter for comments on Direction of Travel report
62	CG3043	Structures and processes		Put in place clearly documented protocols governing relations between members and officers.	Adoption of Councillor/Officer Protocol by Council, subsequently incorporated into Constitution	Annually review Constitution to ensure up to date and in accordance with good practice
	CG3044			Ensure that the relative roles and responsibilities of executive and other councillors and senior officers are clearly defined.	Councillor/Officer protocol, as above.	Annually review Constitution to ensure up to date and in accordance with good practice

63		Structures and processes			Roles and responsibilities defined in Constitution - roles of Cabinet, Council and  Job descriptions of Cabinet Members, Leader of the Council, Chairs of Scrutiny	
64	CG3046	Structures and processes	LPT 128	Meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.	Role of Cabinet to review performance of contractors	Percentage of major contractors rated as 'good' or 'excellent' (high is good)
65	CG3046	Structures and processes		Meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.	Quarterly performance monitoring reports to	Quarterly reports to Cabinet
67	CG3048	Structures and processes		Develop and maintain a scheme of delegated or reserved powers, which should include a formal schedule of those matters specifically reserved for the collective decision of the Council	Part 3 of the Council's Constitution sets out responsibility for functions, Scheme of Delegation to officers and Proper Officer provisions. Decisions reserved for full Council specified in Constitution	Annually review Constitution to ensure up to date and in accordance with good practice
68	CG3050	Structures and processes	SP 0502	Put in place clear and understandable management processes for policy development, implementation and review. Develop procedural and financial regulations to govern the conduct of the Council's business.	Formation of Task Groups reporting to the scrutiny committees to review existing policies and develop new ones and recommend	CPA Support the Council's own Scrutiny Committees in carrying out reviews
69	CG3050a	Structures and processes	LPT 213	Put in place clear and understandable management processes for policy development, implementation and review. Develop procedural and financial regulations to govern the conduct of the Council's business.	Formation of Task Groups reporting to the scrutiny committees to review existing policies and develop new ones and recommend	Number of scrutiny reviews carried out in the year

70	CG3051	Structures and processes		Put in place clear and understandable management processes for policy development, implementation and review. Develop procedural and financial regulations to govern the conduct of the Council's business.	Procedure rules set out in the Constitution, including Financial Procedure Rules	Annually review Constitution (financial regulations) to ensure up to date and in accordance with good practice
71	CG3052	Structures and processes		Put in place arrangements to ensure that councillors are properly trained for their roles and have access to all relevant information, advice and resources necessary to enable them to carry out their roles effectively.	Relevant councillors' training in a variety of key areas eg. Planning, Code of Conduct, Probity, IT skills. Standards Committee oversees training on councillors' conduct and	Undertake training in key areas
72	CG3053	Structures and processes	SP5109	Put in place arrangements to ensure that councillors are properly trained for their roles and have access to all relevant information, advice and resources necessary to enable them to carry out their roles effectively.	Comprehensive induction programme for new Councillors introduced.	Plan district / parish councillor induction programme for delivery after May 2007 elections
74	CG3055	Structures and processes		Define formally in writing the role of the executive of the Council, to include responsibility for providing effective strategic leadership to the authority and for ensuring that the authority successfully discharges its overall responsibilities for the activities of the organisation as a whole	Cabinet holds collective and individual authority as defined in Constitution.	Annually review Constitution to ensure up to date and in accordance with good practice
75	CG3056	Structures and processes		Define formally in writing the role of the executive of the Council, to include responsibility for providing effective strategic leadership to the authority and for ensuring that the authority successfully discharges its overall responsibilities for the activities of the organisation as a whole	Councillor/Officer Protocol lays down clear guidelines to oversee proper relationships.	Annually review Constitution to ensure up to date and in accordance with good practice
76	CG3057	Structures and processes		Define clearly in writing the roles and responsibilities of all councillors, together with the terms of their remuneration and its review.	Roles and responsibilities of non-executive councillors set out in Constitution	Annually review Constitution to ensure up to date and in accordance with good practice
77	CG3058	Structures and processes		Define clearly in writing the roles and responsibilities of all councillors, together with the terms of their remuneration and its review.	Councillors' Allowances Scheme reviewed annually. Details of Councillors' remuneration made available publicly via	Annual review with details published on website
78	CG3059	Structures and processes		Define clearly in writing the roles and responsibilities of all councillors, together with the terms of their remuneration and its review.	Job descriptions of Cabinet, Leader of the Council, Chairs of Scrutiny Committee and other Committees, non Cabinet Councillors, Chair and Vice-Chair of Council and Group Leaders agreed by Council as part of new	Annually review Constitution to ensure up to date and in accordance with good practice



79	CG3060	Structures and processes		Make the Chief Executive or equivalent responsible to the Council for all aspects of operational management.	Chief Executive is Head of Paid Service.	Annually review Constitution to ensure up to date and in accordance
80	CG3061	Structures and processes		Make the Chief Executive or equivalent responsible to the Council for all aspects of operational management.	Chief Executive's annual appraisal by Councillors.	Councillors carry out Chief Executive's appraisal.
81	CG3061	Structures and processes		Make the Chief Executive or equivalent responsible to the Council for all aspects of operational management.	Scheme of delegation to officers set out in Constitution.	Annually review Constitution to ensure up to date and in accordance
82	CG3062	Structures and processes		Make a senior officer responsible to the Council for ensuring that appropriate advice is given to it on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal	Strategic Director as Chief Financial Officer (s151).	Annually review Constitution to ensure up to date and in accordance with good practice
83	CG3063	Structures and processes	SP 1010	Make a senior officer responsible to the Council for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.	Develop a framework and context for continuous improvement	Develop a continuous improvement strategy
84	CG3063	Structures and processes		Make a senior officer responsible to the Council for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.	Head of Legal and Democratic Services is Monitoring Officer.	Annually review Constitution to ensure up to date and in accordance with good practice
85	CG3064	Structures and processes		Define clearly in writing the roles and responsibilities of all senior officers, together with the terms of their remuneration and its review.	Management structure, including responsibilities, incorporated into Constitution	Annually review Constitution to ensure up to date and in accordance with good practice
86	CG3065	Structures and processes		Define clearly in writing the roles and responsibilities of all senior officers, together with the terms of their remuneration and its review.	"Proper Officer" functions set out in Scheme of Delegation in Constitution.	Annually review Constitution to ensure up to date and in accordance with good practice
87	CG3066	Structures and processes		Adopt clear protocols and codes of conduct to ensure that the implications for supporting community political leadership for the whole council are acknowledged and resolved.	Councillor/Officer Protocol seeks to acknowledge the political aspects of the Council's workings without compromising the activities of Officers or Councillors.	Annually review Constitution to ensure up to date and in accordance with good practice

88	CG4067	Risk management and internal control	SP1003	Develop and maintain strong and effective systems for identifying and evaluating all significant risks which involve the proactive participation of all those associated with planning and delivering services.	The Council has published a Risk Management Strategy encompassing all aspects of the Council's activities. The Strategy ties in with the Performance Management System and is subject to regular monitoring and	CPA Implement 2006/07 risk strategy actions
91	CG4069	Risk management and internal control	SP3016	Put in place effective risk management systems, including systems of internal control and an internal audit function. These arrangements need to ensure compliance with all applicable statutes, regulations and relevant statements of best practice, and that public funds are properly safeguarded and are used economically, efficiently and effectively, and in accordance with the statutory and other	Internal Audit function.	To achieve 2006/07 internal audit plan
92	CG4070	Risk management and internal control	LPT 217	Put in place effective risk management systems, including systems of internal control and an internal audit function. These arrangements need to ensure compliance with all applicable statutes, regulations and relevant statements of best practice, and that public funds are properly safeguarded and are used economically, efficiently and effectively, and in accordance with the statutory and other		Audit Commission <i>use of resources judgement</i> assesses financial reporting, financial management, financial standing, internal control, value for money
93	CG4071	Risk management and internal control	SP4001	Ensure that services are delivered by trained and experienced people.	Recruitment and selection policies in place ensuring that staff of suitable calibre are employed.	Review and draft new service standards (to maintain good recruitment processes)
94	CG4072	Risk management and internal control	SP4006	Ensure that services are delivered by trained and experienced people.	The Council has Investors in People accreditation which ensures that staff training contributes to the achievement of the Council's objectives.	Achieve IIP reaccreditation standard
95	CG4073	Risk management and internal control	SP4009	Ensure that services are delivered by trained and experienced people.	The Council's Training and Development Policy aims to ensure that "all staff have the necessary skills, knowledge, motivation, encouragement and support to be effective in their job roles and to develop their potential to the mutual benefit of the	To produce a corporate training programme

96	CG4076	Risk management and internal control	LPT 217	Put in place effective arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit	Internal Audit function.	Achieve CPA Use of Resources minimum score of 3 in all five elements by 2008/09  (Assessment score on Audit Commission's Use of Resources
97	CG4076	Risk management and internal control		Put in place effective arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit	Internal Audit function.	Audit Commission comment on internal control
98	CG4077	Risk management and internal control	SP1003	Put in place effective arrangements for an objective review of the effectiveness of risk management and internal control, including internal audit	Development of Risk Management Strategy (see above)	CPA Implement 2006/07 risk strategy actions
99	CG4079	Risk management and internal control		Maintain an objective and professional relationship with their external auditors and statutory inspectors.	Good relationships maintained with external auditors and inspectors.	Achieve Audit Commission comment "positive and constructive approach to our audit"
##	CG5083	Standards of conduct		Develop and adopt formal codes of conduct defining the standards of personal behaviour to which individual councillors, officers, and agents of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with	Incorporation of councillor/officer Protocol into Constitution.	Annually review Constitution to ensure up to date and in accordance with good practice
##	CG5083	Standards of conduct		Develop and adopt formal codes of conduct defining the standards of personal behaviour to which individual councillors, officers, and agents of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with	Incorporation of protocol on councillor/officer relations into Constitution	Annually review Constitution to ensure up to date and in accordance with good practice
##	CG5084	Standards of conduct		Develop and adopt formal codes of conduct defining the standards of personal behaviour to which individual councillors, officers, and agents of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with.	Anti-fraud and Corruption Policy in place.	Review Annual Audit and Inspection Letter to ensure that no significant weaknesses are identified in arrangements to prevent and detect fraud and corruption
##	CG5085	Standards of conduct		Develop and adopt formal codes of conduct defining the standards of personal behaviour to which individual councillors, officers, and agents of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with.	Effective complaints' procedure in place.	Review Local Government Ombudsman's opinion of complaints - "complaints procedure appears to be working well"

##	CG5086	Standards of conduct		Develop and adopt formal codes of conduct defining the standards of personal behaviour to which individual councillors, officers, and agents of the Council are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with	Officers' Code of Conduct to be considered when published nationally.	Annually review Constitution to ensure up to date and in accordance with good practice
##	CG5087	Standards of conduct		Put in place arrangements to ensure that councillors and employees of the Council are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in	Planning Protocol adopted by Council April 2003 based on national guidance	Annually review Constitution to ensure up to date and in accordance with good practice
##	CG5088	Standards of conduct		Put in place arrangements to ensure that procedures and operations are designed in conformity with appropriate ethical standards, and to monitor their continuing compliance in practice.	Compliance with Local Code of Conduct (reviewed by Standards Committee) and Code on Gifts and Hospitality	Annual report to Standards Committee

G	I	J	K	L	M
Target 06/07	Performance against actions required in period Oct to Dec 2006	Year end prediction	Priority	Proposed action/ comment	2006/07 included
Plan published by 30 June 2006		Achieved target	1 key		Yes
Council sets a budget in February 2007 in accordance with MTFP	Achieved target (March 2007)	Achieved target	1 key		Yes
Published to timetable	Below target	Below target	2 supporting	Resources reprioritised and directed to work on Agresso	Yes
, 31, 2006		Achieved target			Yes
Fully compliant SoA published to timetable	Achieved target	Achieved target	2 supporting		Yes
Maintain high quality working papers	On track	On track	2 supporting		Yes
Published to timetable	On track	On track	2 supporting		Yes
30--06		Achieved target			Yes
Four reports	Achieved target (March 2007)	Achieved target	2 supporting		Yes
Service provider will use all reasonable endeavours to perform to top quartile levels and shall not fall below bottom of second quartile (BVPs listed)	On track	On track	2 supporting		Yes
30--06		Achieved target			Yes

Obtain "unqualified opinion" from Audit Commission		Achieved target			Yes
30--06		Achieved target			Yes
30--06		Achieved target			Yes
	97	Achieved period target	On track	1 key	Yes
	10031	Achieved period target	On track	1 key	Yes
Improved understanding of barriers to access/need	On track	On track	2 supporting	This is currently under discussion by the EMBRACE steering group, which consists of a number of partners. At present we are not clear	Yes
Improved understanding of barriers to access/need	Exceeded target	Exceeded target	2 supporting	4 meetings held to date, to consult on draft EIAs	Yes
Complete or reject all ODPM's priority outcomes by 31 March 2007	Achieved period target	Not yet known	2 supporting	Progress review at 15 Jan Egov Working Group.	Yes

Promote take-up of e-services	On track	On track	2 supporting		Yes
Services 100% e-enabled by BVPI157 definition	On track	On track	2 supporting	Clarify any unknowns and arrange to fill the gaps to achieve	Yes
Strategy approved for consultation	Below target	On track	1 key		Yes
Reports produced, SODC target met and review complete	Achieved period target	On track	1 key		Yes
, 31, 2006		Achieved target			Yes
Review complete by November 2006		Achieved target			Yes
10031	Achieved period target	On track	1 key		Yes
Achieve transactional status in SOCITM report 2007	Achieved target (March 2007)	Achieved target	2 supporting		Yes
100%	Below target	Achieved target	2 supporting		Yes
Strategy approved for consultation	Below target	On track	1 key		Yes

Approval of plan by Council June 2006	Achieved target	Achieved target	1 key		Yes
Reports produced, SODC target met and review complete	Achieved period target	On track	1 key		Yes
Plan published by 30 June 2006	Achieved target	Achieved target	1 key		Yes
3 enhancements	Achieved target (March 2007)	Achieved target	2 supporting		Yes
Handbook produced	Achieved target (March 2007)	Achieved target	2 supporting		Yes
	2 On track	On track	1 key	the two actions required to achieve level 2 will be achieved by year end	Yes
88.80%	On track	On track	2 supporting	the actions required to achieve this target will be completed by	Yes
Delivered training staff and training/briefing for councillors	Achieved period target	Achieved target	2 supporting		Yes
Strategy approved	Achieved period target	On track	1 key		Yes
2 actions completed	Achieved period target	On track	2 supporting		Yes



Processes identified	Below target	On track	1 key	Officers have been identified by most teams, But the group has not met yet due to additional work required by the team	Yes
100%	On track	Achieved target	2 supporting		Yes
Strategy adopted	Achieved target	Achieved target	2 supporting		Yes
11	Achieved target	Achieved target	2 supporting		Yes
Three enhancements	Achieved target (March 2007)	Achieved target	2 supporting		Yes
14	Achieved target (March 2007)	Achieved target	3 other		Yes
Four reports presented to Cabinet per annum	On track	Achieved target			Yes
4	Achieved target (March 2007)	Achieved target	2 supporting		Yes
4 reviews	Achieved target (March 2007)	Achieved target	1 key		Yes

Council sets a budget in February 2007 in accordance with MTFP	Achieved target (March 2007)	Achieved target	1 key		Yes
72%		This target is measured in quarter four of each year. Its outcome will be reported in June 07.	1 key		Yes
Reports produced , South Oxfordshire District Council targets met and review complete	Achieved period target	On track	1 key		Yes
100%	On track	On track	2 supporting	Five of the six contractors are 'good' or 'excellent' (83%). Liberata's last performance was fair.	Yes
Continue to demonstrate signs of improvement in the Audit Commission's Direction of Travel report		Achieved target			Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes

	100%	On track	On track	2 supporting	Five of the six contractors are 'good' or 'excellent' (83%). Liberata's last performance was fair.	Yes
Four reports presented to Cabinet per annum		On track	Achieved target			Yes
, 31, 2006			Achieved target			Yes
4 reviews		Achieved target (March 2007)	Achieved target	1 key		Yes
	4	Achieved target (March 2007)	Achieved target	2 supporting		Yes



, 31, 2006		Achieved target			Yes
Annual appraisal completed by 30 June 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
Agreed continuous improvement strategy	Achieved target (March 2007)	Achieved target	2 supporting	Original concept of continuous improvement strategy not going ahead since growth bid for resources to implement it was not agreed. Target revised to cover business process reengineering	Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes

Annual risk review process completed	Achieved target (March 2007)	Achieved target			Yes
To complete 2006/07 audit plan by 31 March 2007	On track	On track	1 key		Yes
	14 Achieved target (March 07)	Achieved target	3 other		Yes
Implement new service standards for all HR services, including recruitment	On track	On track	2 supporting		Yes
Retain IIP accreditation	On track	On track	2 supporting		Yes
To provide corporate training plan and deliver within budget	Achieved target	Achieved target	2 supporting		Yes

	14 Achieved target (March 07)	Achieved target	3 other		Yes
"able to place reliance where appropriate on the work of internal audit".		Achieved target			Yes
Annual risk review process completed	Achieved target (March 07)	Achieved target	2 supporting		Yes
		Achieved target			Yes
, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
No significant weaknesses identified		Achieved target			Yes
, 01, 2006		Achieved target			Yes

, 31, 2006		Achieved target			Yes
, 31, 2006		Achieved target			Yes
30-06		Achieved target			Yes