

## Audit Wales Change Programme Action Plan Update

<b>Name of Committee</b>	Audit and Scrutiny Committee
<b>Date</b>	23 July 2021
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<b>Purpose of Report</b>	To comply with Audit Wales requirements to report progress to Audit and Scrutiny Committee on their review of the Authority's Change Programme Action Plan (CPAP)
<b>Single Integrated Assessment</b>	Not applicable
<b>List of Enclosures</b>	<b>Enclosure 1: Updated action plan</b>  <a href="#">Link to Audit Wales full report</a>
<b>Public Interest Test</b>	Not applicable
<b>Recommendation</b>	<b>To note progress against the Change Programme Action Plan (CPAP)</b>

### I.1 Introduction or Background

The Authority received the Audit Wales report in March and approved its recommendations and an action plan at a meeting held on 30 March 2021. One of the recommendations was to provide reports to this committee on progress achieved against the actions.

### I.2 Proposals

The attached CPAP has been updated to reflect progress made in the last month. The detailed operational action plan which sits underneath this to break down the recommendations is also being updated, and is used by the Democratic Services

Manager to co-ordinate actions, initiate discussions with key members and officers, and to record progress. It was presented to the Governance and Member Development Working Group on 9 July for information but is intended to be a working document for officers. Audit Wales are supportive of this approach.

### **1.3 Implications**

Whilst steady progress is being made on actions agreed as part of the Change Programme Action Plan (see 1.4 below) progress in some areas is delayed due to staff shortages and the decision to review the senior team structure. However whilst deadlines have been extended, steady progress continues. The DSM has ensured Audit Office Wales have been kept updated on changes to delivery dates.

The areas where progress has slowed are:

**a. Permanent leadership team in place**

The CEO will present proposals for the senior team to NPA on the 9<sup>th</sup> of August. Pending approval from NPA, recruitment will begin immediately.

**b. Work related to values & behaviours and roles and responsibilities (officers and members)**

Slowed by the capacity of the DSM, by the transitional nature of the Transition Director and the change over in Monitoring Officer and Solicitor.

However, discussions are under way on how members and officers can work together to develop a set of values and behaviours.

Discussions are also under way on members' roles and responsibilities. Recommendations to clarify the role of committees and other groups were presented to the Authority on 5 July 2021 but deferred pending further consideration.

**c. Getting the first pulse survey out to check on staff morale**

The decision was made to prioritise sending a survey out to all staff on how staff were finding working at home, whether this was impacting on their well-being and what work pattern they would prefer in future once Covid19 restrictions were lifted. The response to this has been received and the Authority will now send out the first short (pulse) survey aimed at gauging staff morale. This will be based on previous surveys undertaken by the Authority and will go out in August to align with the start of the new CEO.

**d. In revising the Scheme of Delegation**

The outgoing Monitoring Officer has drafted a revised Scheme of Delegation which will be benchmarked with the two other NPAs in Wales before being brought to NPA for decision in August or September.

#### **I.4 Key areas of progress**

Officer capacity remains a significant challenge in implementing some areas of the CPAP but progress has been made as follows:

- a. The recommendation to create the combined post of Monitoring Officer, Solicitor and Data Protection Officer was approved and a full time, 12 month appointment made. Marc Ronan has joined the Authority and has had discussions with officers about how he can contribute to the CPAP.
- b. All temporary contracts and acting up arrangements are under regular review by the Corporate Government Team to ensure that staff morale and the ability to deliver workstreams are maintained.
- c. Short meetings held after Authority and committee meetings with the respective Chair, Deputy Chair and senior officers to reflect on the meeting.
- d. Frequently Asked Questions document prepared and published to clarify the regulatory documents and statutory roles of Monitoring Officer, s151 Officer and Head of Paid Service.
- e. The process for policy development has been reviewed and clarified and the Authority has endorsed the role of the Policy Forum, set up a Policy Programme Group to oversee the process of policy development, and established a stakeholder reference panel.

#### **I.4 Risk**

Audit Wales continue to scrutinise the implementation of the CPAP, and its officers will be present at the Audit and Scrutiny Committee to hear members' views and make any comments on progress.

#### **I.5 Conclusion**

Members are asked to note progress to date and seek clarification as needed.

**RECOMMENDATION: To note progress against the CPAP**