

Best Value Improvement Plan 2017-18

Elections					
Activities	Lead Officer	Deadline	Status	%Comp	Comments
1. Planning for 2018 Mayoral and local elections					
Key Milestones					
Joint working with partner agencies - First meeting February 2017	Will Tuckley/Louise Stamp	May-18	On Target	20%	Regular partnership meetings have been held since February 2017. Since the UK Parliamentary Election has been called this group's focus has been on delivering this.
Project group to meet monthly from April 2017, fortnightly from December 2017 and more frequently as required immediately prior to elections.	Will Tuckley/Louise Stamp	May-18	On Target	20%	As above the Project Group has been focused on delivering the UK Parliamentary Election successfully.
Ensure integrity of the process and good order at polling stations	Will Tuckley/Louise Stamp	May-18	On Target	20%	New procedure in place to reduce risk and electors not feeling intimidated.
Train 40/50 experienced poll clerks to act as presiding officers in May 2018, to be placed with an experienced PO at a double station.	Louise Stamp	Jun-17	On Target	20%	All POs and PCs trained for 2017 elections and review of this will identify staff for 2018 election.
Enhanced mandatory training for polling station staff before taking up roles. To include bespoke e. training and dedicated training for PO's with specific scenarios.	Will Tuckley/Louise Stamp	Feb-18	On Target	20%	New on-line training for 2018 and dedicated training for new POs and PCs planned.
Continuation of RO instruction to ensure polling staff only speak in English whilst on duty in the polling station	Will Tuckley/Louise Stamp	May-18	On Target	20%	This has been communicated to all staff working in the June election and again will be reiterated in 2018.
Ballot papers at polling stations - prefolded to assist with check of ballot paper number before being placed in the ballot box and to ensure secrecy of the ballot.	Will Tuckley/Louise Stamp	Mar-18	On Target	20%	POs and PCs have been briefed through the training and will be reviewed for 2018 election.
Full review of count procedures and paperwork in consultation with EC	Will Tuckley/Louise Stamp	Jan-18	On Target	20%	Review will take place after the Parliamentary Election and ensure lessons incorporated for 2018.
Count venue pre-booked - East Wintergarden, Canary Wharf	Will Tuckley/Louise Stamp	Jan-17	Completed	100%	Excel Centre booked for 2017 election count and East Wintergraden booked for 2018.
Dedicated count training for accountants using Xpress count module	Louise Stamp	May-17	On Target	20%	Accountants have been trained for the Parliamentary Election 2017.
Enhanced mandatory training for count staff before taking up roles. To include dedicated training on count procedures.	Will Tuckley/Louise Stamp	Mar-18	On Target	20%	All count staff have been trained for 2017 election and lessons from this will be picked for 2018.
Enhanced security measures inc photo ID checks at count; non-Council security staff; non-transferable security wristbands	Will Tuckley/Louise Stamp	May-18	On Target	20%	Letter of appointment and wrist band needed introduced for all non-council staff.
Platform area for RO and Accountants to ensure visibility of count area	Will Tuckley/Louise Stamp	Jan-18	On Target	20%	Platform area secured for 2017 election and will be booked for 2018 election.
Review of Media Pack to ensure up-to-date information provided	Andreas Christophorou/Kelly Powell	Jan-18	On Target	20%	UK Parliamentary Election media pack updated and work will commence later on in the year for 2018 pack.

2. Participate in pilot ID scheme						
Key Milestones						
Meeting Government Officials to discuss pilot voter identification scheme proposal	Will Tuckley/Louise Stamp	Feb-17	Completed	100%	Met with Cabinet Office and agreed scoping paper for the scheme.	
ID at polling stations - extensive awareness campaign informing electors what ID must be produced at polling stations to enable them to cast their vote (include sanction)	Andreas Christophorou/Kelly Powell	Jan-18	On Target	0%	The UK Parliamentary Election has meant this work stream has been put on hold until after the election.	
Identification of electors who have already provided evidence to support their registration application	Louise Stamp	Jun-17	On Target	0%	This milestone will need to be reviewed post the 2017 Parliamentary election to ensure it can support the pilot ID scheme in 2018.	
Liaise with partners for possible provision of Electoral ID Cards/Letters	Will Tuckley/Louise Stamp	Dec-17	On Target	0%	As above	
Additional information provided on poll cards	Louise Stamp	Feb-18	On Target	0%	As above	
Additional staff identified for polling stations to act as 'meet and greet' to check that suitable ID is available and assist with queues	Louise Stamp	Jan-18	On Target	0%	As above	
Include training for PO's and PC's for ID and signature verification checks	Louise Stamp	Feb-18	On Target	0%	As above	
Communications						
Activities	Lead Officer	Deadline	Status	%Comp	Comments	
3. Develop and deliver Communication Strategy for 2017-18						
Key Milestones						
Launch new weekly staff newsletter	Andreas Christophorou	Apr-17	Completed	100%	Launched in March to 4,100 staff. We have had 9 issues, currently with a 50% open rate.	
Commission media consumption Survey	Andreas Christophorou	Apr-17	Overdue	25%	Scope being agreed, advert for supplier due to be issued in June. Survey to take place in Sept.	
Build a range of communication infrastructure	Andreas Christophorou	Jul-17	On Target	50%	New Communications Strategy for 17/18 has been completed and agreed which includes new comms infrastructure such as systems and processes and campaign models.	
Develop Intelligence Newsletter allowing better targeting of information to local people	Andreas Christophorou	Dec-17	On Target	20%	Initial meetings taking place.	
Launch new Intranet Site	Andreas Christophorou	Mar-18	On Target	5%	Scoping work to begin shortly.	
4. Procurement of statutory notices						
Key Milestones						
Invitation to tender	Andreas Christophorou	Feb-17	Completed	100%	Tender published in February 2017.	
Evaluation	Andreas Christophorou	Feb-17	Completed	100%	Evaluation completed in March 2017.	
Contract award	Andreas Christophorou	Apr-17	Completed	100%	Contract award approved in April 17 and notification sent in May 17.	

Contract mobilisation	Andreas Christophorou	May-17	Delayed	80%	On target to be up and running by June with communications sent to staff regarding the new contract and its processes.
Property					
Activities	Lead Officer	Deadline	Status	%Comp	Comments
5. Deliver Asset Rental Account Action Plan					
Key Milestones					
Managers' briefing on moves procedure	Steven Girling	Apr-17	Completed	100%	An agreed process was put in place on 27/1/16 with any divisional staff moves of 5 or more staff requiring the approval of the corporate director.
6. Implement Community buildings programme					
Key Milestones					
Agree action plan for validation of TRAs with THH	Richard Chilcott	Apr-17	Overdue	25%	Initial meetings held but further work needed involving TST to set out and agree appropriate criteria. The implementation plan overall was expected to be in phases and the TRA properties will be in the later phases as we are concentrating on progressing nurseries and community halls first. A revised timescale would be to agree the criteria by Sept 17 and further meetings will be arranged to discuss before the end of June. This will involve 16 buildings.
Formally transfer caretaker's facilities to THH	Richard Chilcott	Jun-17	Completed	100%	All properties have now been passed back to THH Housing Management.
Complete marketing and letting of vacant buildings identified for commercial use	Richard Chilcott	Jun-17	On Target	45%	Two properties were involved. Outsourced agents have been instructed to get to market by end of June for one property. Interest has also been shown for a Council use which will be investigated. The other may require planning consent to revert to retail use which needs to be taken forward and approved before this can go to the market in October. Building will need to be cleared out prior to marketing.
Complete and open second community hub	Richard Chilcott	Jun-17	Overdue	20%	Second hub identified as Raines House, Wapping Community Centre. Feasibility work to be commissioned as alterations will require listed building consent, with an aim for work to commence by end of June 2017. This will delay the implementation plan until Q3 2017 at the earliest.

Establish implementation plan for third hub and wider roll-out across the borough	Richard Chilcott	Jun-17	On Target	15%	Third hub to be agreed formally - could be Caxton Hall or Granby Hall. Again both of these buildings are currently occupied and feasibility work on the conversion to hub provision has yet to be instructed - but will be done by the end of June. Further work is required to agree further phases of the hub roll out plan to other existing properties and opportunities that may come forward as part of a section 106 agreement. Aiming to agree by September 2017.
Complete and open third community hub	Richard Chilcott	Mar-18	On Target	5%	Reliant on progress of the issues above. The milestones for this action and the two above were ambitious and the programme needs to be recast as a result.
Convert vacant community buildings identified for housing use to housing and transfer to THH/Homeless Services	Richard Chilcott	Mar-18	On Target	50%	Architects appointed to submit planning applications for change of use. Two vacant community Buildings have been identified for housing use, Bethnal Green Cottage and 10 Turin Street. Asset Management input has been submitted to Housing for Planning applications.
7. Strengthen governance arrangements					
Key Milestones					
Review of revised governance arrangements	Ann Sutcliffe	Sep-17	On Target	50%	Governance arrangements have been scoped out for obtaining authorisation for all disposal and letting cases. This will be developed into a policy document by the end of June.
8. Asset reviews and service delivery plans					
Key Milestones					
Complete review of depot provision across the borough	Richard Chilcott	Sep-17	On Target	30%	Specialist consultants appointed to advise on consolidation proposals. Feasibility study due for completion by end of Dec 2017.
Complete review of leisure facilities across the borough	Richard Chilcott	Mar-18	On Target	10%	Instructions are currently awaited from the client team regarding the scope of this item of work. Work will be undertaken in the next quarter to scope the parameters of the review.
9. Complete audit of assets					
Key Milestones					
Complete audit specifically any additional requests for information or documentation following visits in 2016/17)	Richard Chilcott	Jun-17	Completed	100%	Audit complete and also reported to Asset Management Working Group in May 2017.
Complete any regularisation work required (e.g. enter into leases)	Richard Chilcott	Dec-17	On Target	50%	Asset managers allocated cases to progress to agreed heads of terms for new lease agreement.

Grants					
	Lead Officer	Deadline	Status	%Comp	Comments
10. Complete review of Third Sector Team					
Key Milestones					
Review of Third Sector Team completed	Steve Hill	Mar-17	Completed	100%	The review of the Third Sector Team has been a comprehensive review, including benchmarking with other Local Authorities, a full options appraisal including exploring savings and efficiencies, incorporating Commissioner, Committee and Senior Management expectations and liaison with our ICT partner to develop an improved, transparent, online Grants system. This work has taken longer than anticipated and as a consequence, delivery has been delayed, however the review has now been completed and proposals for consultation have now been produced.
New team structure finalised	Steve Hill	Mar-17	Completed	100%	The team structure was finalised in May 2017.
Staff / Trade Union consultation on new team structure completed	Steve Hill	Apr-17	Overdue	75%	The timetable for consultation has been revised to reflect the time required for the review of the team and future requirements. The documentation and JDs have been produced, consultation to commence at the beginning of June.
Assimilation into posts / interviews	Steve Hill	May-17	Overdue	20%	The dates for the Assimilation and Interviews have been revised and are expected to take place in July.
Full Implementation of new team structure	Steve Hill	Jun-17	Overdue	0%	The full implementation is now planned in September 2017.
11. Implement web based GIFTS software					
Key Milestones					
System mapping of requirements to improve management reporting, information management and analysis	Steve Hill	Feb-17	Completed	100%	The system mapping of requirements to improve management reporting, information management and analysis has been completed. The scope of the ICT work required is substantial and requires upgrading the current ICT system.

Development of web-based solution completed	Steve Hill	Apr-17	Overdue	50%	The web based solution has been developed however the findings from the review and best practice learning from other councils requires further work in relation to workflows, monitoring and reporting which will enable all council grants to be captured. This will significantly enhance the council's ability to provide comprehensive and accessible information on all grant funding and not just mainstream grants. This wider work is expected to be completed in September.
Full implementation of new web-based system	Steve Hill	Jun-17	Overdue	50%	Full implementation is expected to be completed by September 2017.
12. Development of Grants Scrutiny Sub-Committee					
Key Milestones					
Grants Scrutiny Committee Induction and work planning	Sharon Godman	Jun-17	On Target	30%	New Committee Membership agreed by Full Council in May 17. Overview and Scrutiny Committee will appoint Grants Scrutiny Committee Chair in mid June 17. The induction and work planning will held at the first meeting of the Committee on 15th June 17.
Develop Grants Scrutiny Sub-Committee Work programme 2017-18	Sharon Godman	Jul-17	On Target	20%	Review of work of the Committee in 2016/17 undertaken and discussions will be held with the Committee at their first meeting and work planning session in June following which a work programme will be developed.
Strengthen resident and local stakeholders involvement in Committee's Work programme	Sharon Godman	Aug-17	On Target	0%	The new work programme will inform communication and engagement with local stakeholders about how they can get further involved.
13. Complete commissioning of Community Cohesion Theme					
Key Milestones					
Tender advert	Steve Hill / Emily Fieran-Reed	Mar-Apr 17	Completed	100%	The tender went out to advert in March 17.
Tender evaluation	Steve Hill / Emily Fieran-Reed	May-17	On Target	80%	The evaluation of tenders has been completed and a short list of organisation will be invited to interview which will take place on 18 & 19th June 17.
Contract award	Steve Hill / Emily Fieran-Reed	Jun-17	On Target	50%	Organisations successful following the interviews will be awarded contracts.
Contract mobilisation	Steve Hill / Emily Fieran-Reed	Aug-17	On Target	0%	The outcome from above will result in contract mobilisation being completed by August 17 with contract commencing from 1st September 17.
14. Review and improve working of Grants Determination Sub-Committee					
Key Milestones					

6 - month review of the Grants determination Sub-Committee	Matthew Mannion / Steve Hill	Sep-17	On Target	10%	Scope has been developed and discussions will take place with relevant stakeholders in June.
Forward plan implemented to set out future work plan	Matthew Mannion / Steve Hill	On-going	Completed	100%	Forward Plan updated and reported at each GDSC meeting.
Grants Determination Sub-Committee away-day	Matthew Mannion / Steve Hill	Sep-17	On Target	0%	The review of the GDSC will inform away day.
Grants Determination Sub-Committee Members development seminars	Matthew Mannion / Steve Hill	On-going	On Target	0%	The review of the GDSC will inform development of seminar.
15. Strengthen grants management and work strategically with voluntary and community sector					
Key Milestones					
Complete audit of grants monitoring	Minesh Jani	Oct-17	On Target	10%	Planning for this work has been developed and is expected to be completed by October 17.
Review and update the Council's grants policy, working closely with services	Sharon Godman	Mar-18	On Target	5%	Initial scoping work has been undertaken and a project team is being established from June to take this forward.
Work with the voluntary sector to develop a voluntary sector compact	Sharon Godman	Mar-18	On Target	10%	Some initial content for the compact has been identified from discussions with the sector and a project team will taking these forward.
Undertake comprehensive review of contracts and grants to inform the development of the Council's new approach to commissioning	Zena Cooke	Mar-18	On Target	5%	A review of grants register has been undertaken for 17-18 and further work is being undertaken to review contracts information. This piece of work will inform the future grants policy.
Organisational Culture					
Activities	Lead Officer	Deadline	Status	%Comp	Comments
16. Permanent recruitment to the post of Corporate Director Governance					
Key Milestones					
Advert	Will Tuckley	Jan-17	Completed	100%	
Long-list Interviews	Will Tuckley	Feb-17	Completed	100%	
Short-list Interviews	Will Tuckley	Mar-17	Completed	100%	
Appointment confirmed	Will Tuckley	Apr-17	Completed	100%	The Corporate Director starts with the Council on 3rd July 2017.

17. Complete review of Constitution					
Key Milestones					
Constitutional Working Group review parts 5,6 and 7	Graham White	Apr-17	Overdue	80%	Parts 5.1, 5.3, 6 and 7 have all been reviewed and were published on 7th April 2017. Part 5.2 (planning Code of Conduct) has been reviewed and will be going to Standards Advisory Committee on 29/06/17, General Purpose Committee on 05/07/17 and then Council on 19/07/17. Parts 5.4 and 5.5 have been both been revised with Part 5.4 Member/ Officer Relations Protocol due to go to the Constitutional Working Party on 22/06/2017, General Purposes on 05/07/2017 and Council on 19/07/2017. As to Part 5.5 (the Employees' Code of Conduct), this has also been revised and is currently being discussed with HR to ensure that it dovetails with all the other HR Policies that are being considered and revised. Unfortunately the progress on those remaining parts going to the Constitutional Working Party, General Purposes and Council was delayed due to the calling of the General Election.
Amendments to General Purpose Committee	Graham White	Apr-17	Overdue	80%	See above
Full Council approval of parts 4 to 7	Graham White	May-17	Overdue	80%	See above
18. Recruitment of seniors officers to complete new corporate structure					
Key Milestones					
Advert	Will Tuckley	Jan-17	Completed	100%	
Short-listing	Will Tuckley	Feb-17	Completed	100%	
Interviews	Will Tuckley	Mar-Apr 17	On target	85%	Advertised 10 roles at the start of the year and short-listing and interviews undertaken. 7 positions have been appointed and have either started or will start by July. 4 further adverts will go out following extended searches.
19. Implement actions from Clear Up Project					
Key Milestones					
Publish report	Graham White	Apr-17	Overdue	80%	The final Clear Up Team report was a useful document. There was a slight delay in submission (mid-April) and the report and recommendations will now be reported to Cabinet in June 17.
Report and recommendations to Full Council	Graham White	Jun-17	Delayed	80%	Following cabinet the report will go to Full Council in July 17.
Implement recommendations from Clear Up Project	Asmat Hussain	July 17 onwards	On Target	20%	Recommendations from the project have started to be implemented from May 2017.

Review progress against implementation	Asmat Hussain	Quarterly	On Target	0%	Quarterly updates will be submitted to the Council's Overview and Scrutiny Committee and Cabinet.
Review Whistleblowing arrangements and implement new scheme	Stuart Young	May-17	Delayed	80%	Contract awarded, online survey and focus groups completed. Initial feedback presented, final report due in June.
20. Review employment policies and practices and implement them					
Key Milestones					
Project Group formed and policies prioritised for review	Stuart Young	Jan-17	Completed	100%	A project group involving managers, trade unions and HR business Partners have identified four policies for review which could include disciplinary, managing absence, resolution (grievance and harassment) and performance and disciplinary.
Workshops with key stakeholders held to identify issues	Stuart Young	Feb-17	Completed	100%	Project group has held 6 workshops to review policies.
First draft proposals developed on good practice and procedural amends	Stuart Young	Mar-17	Completed	100%	Workshop identified best practice and draft changes were agreed.
Development of detailed changes and stakeholder engagement	Stuart Young	Apr-17	Delayed	80%	Stakeholder engagement undertaken on proposed changes. Final changes delayed to allow input from the new Divisional Director, HR and Transformation, commencing in post on 7th June.
Implement changes to practice through management and staff training	Stuart Young	Sep-17	On Target	10%	Training events for managers will be organised in the summer.
21. Develop and implement refreshed employee values					
Key Milestones					
Staff survey completed	Zena Cooke	Jan-17	Completed	100%	50% response rate from all staff. The results have been analysed and disseminated to management and staff with discussions taking place at team meetings.
Focus Groups	Zena Cooke	Feb-17	Completed	100%	3 focus group held with staff to explore themes coming out of staff survey to develop core values and further engagement undertaken at the staff conference attended by 750 staff.
Revised values developed	Zena Cooke	Mar-Apr 17	Delayed	90%	Further staff engagement planned to ensure that values are widely known.

22. Deliver Year 1 of Smarter Together Programme					
Key Milestones					
Resource programme and project roles	Stuart Young	May-17	Completed	100%	Programme and Project Managers appointed.
Programme plans mapped to MTFS to ensure benefits are realised	Neville Murton	Jun-17	On Target		A Corporate PMO has been established. The PMO is charged with managing the delivery planning of MTFS savings. All savings have developed programme plans and governance is through the Smarter Together Programme structure, organised through relevant programme boards and reporting to the Transformation Board.
Change managed and staff engagement maintained measured via staff pulse surveys	Stuart Young	Jan-18	On Target	25%	Started monthly engagement with staff through the new staff newsletter and will take place throughout the year until Jan 18.
Year 1 MTFS benefits realised via Programme	Neville Murton	Mar-18	On Target	25%	Year 1 savings are being monitored and will be reported to CMT on a monthly basis and Cabinet Quarterly through the Budget Monitoring process.
Smarter Together Programme plans delivered	Will Tuckley	Mar-18	On Target	25%	Programme Board and Smarter Together Governance agreed and Boards meeting monthly basis and programme plans agreed and progress monitored by Smarter Together Board.
23. Ensure Council more outward focus and review feedback from external stakeholders					
Key Milestones					
Ofsted Inspection - Review recommendations and develop improvement action plan	Debbie Jones	Apr-17	Completed	80%	A Children's Services Improvement Board has been established and a draft Improvement Plan has been developed which will be submitted to the Secretary of State for Education in June 17.
Review Annual Residents Survey 2017	Sharon Godman	May-17	Completed	100%	2017 Annual Residents Survey completed and currently being analysed. Briefing on results will be developed which will be shared with internal and external stakeholders.
Establish regular meetings of Tower Hamlets Partnership	Sharon Godman	Apr-17	Completed	100%	The Tower Hamlets Partnership has met 3 times this year and is currently developing a work programme for the future which will include developing a longer term vision and new Community Plan in 2018.
Investors in People Gold Accreditation	Zena Cooke	Dec-17	On Target	25%	Self assessments completed in March 17 by the Senior Leadership team and further self assessment to be done by staff in July 17. Health check assessments in Autumn by IIP. Staff survey to be done in September 17 and full assessment in December 17 and observation will be undertaken throughout the year.

ADASS Peer Review	Denise Radley	Apr-17	Completed	100%	The ADASS peer review on outcome based commissioning was completed on schedule as part of the sector led improvement approach in adult social care. Feedback was provided to the directorate which is now being shared and discussed with all staff, partners and residents who participated. The review outcome identified considerable positive practice and progress and the learning and issues for consideration are being taken forward as part of the continuous improvement approach within the directorate.
Undertake a programme of improvement work with LGA	Sharon Godman	Apr 17- Mar 18	On Target	25%	On-going discussions with LGA on programme of improvement work. An independent member secured for Best Value Improvement Board and mentors and support identified for Members.
24. Complete phase 2 of Officer Schemes of Delegation					
Key Milestones					
Report to Council on Constitutional changes including in respect of revisions are proposed to Parts 3.7 and 3.8 of the Constitution and which relate to Limitations and Delegated Decision Making – General Principles respectively; and on Directorate Scheme of Management	Graham White	Jun-17	Completed	100%	This was completed and reported to Full Council in March 2017.
Circulate to Corporate and Divisional Directors revised proposed Officer Scheme of Delegations	Asmat Hussain	Jul-17	On Target		The on-going implementation of the new corporate structure including recruitment of Divisional Directors will push back these activities until all recruitment has been completed.
Corporate Director and Monitoring Officer sign off on respective Officer Scheme of Delegations for Directorates	Asmat Hussain	Sep-17	On Target		As above.
Report to Cabinet on the final Officer Scheme of Delegations	Asmat Hussain	Nov-17	On Target		As above.
Report to General Purposes on the final Officer Scheme of Delegations	Asmat Hussain	Nov-17	On Target		As above.
Report to Council on the final Officer Scheme of Delegations	Asmat Hussain	Nov-17	On Target		As above.
25. Review and implement Member/Officer Development work programme					
Key Milestones					
Review and update Planning Code of Conduct	Graham White	Apr-17	Completed	100%	Planning Code of Conduct reviewed and updated. Will be going to General Purposes Committee on 07/06/17 and then to Standards Advisory Committee on 29/06/17 and then Council on 19/07/17.

Review and Update Member /officer Protocol	Graham White	May-17	Delayed	50%	The protocol has been reviewed and updated and will be considered by the Constitution Working Party in June 17 and General Purposes Committee and Full Council in July 17.
Corporate Induction to include session on Member and Officer Protocol	Graham White	Jun-17	On Target	70%	A new corporate induction programme has been developed which includes a session on Member and Officer Protocol with next Induction Session planned for July 17.
Develop and agree Member to Member protocol	Graham White	May-17	Delayed	30%	An external body has been commissioned to co-produce the protocol with Members in June 17 and is expected to be presented to Full Council in July 17.
26. Declarations of Interest - Members & Officers					
Audit of 2016-17 Staff Declarations of Interest & follow up in six months	Minesh Jani	Apr 17 & Oct 17	Completed	100%	Audit is complete and findings from this work will be reported to the Audit Committee.
Follow up on audit of management and control of staff hospitality and gifts	Minesh Jani	May-17	Delayed	25%	Meetings scheduled to determine process and level of implementation of agreed recommendations and work will be completed by June.
Annual Officers Declaration of Interest 17-18	Stuart Young	Jun-17	On Target	50%	Review of outstanding declarations in progress.
Audit of 2017-18 Staff Declarations of Interest	Minesh Jani	Dec-17	On Target	5%	This audit will commence once the Council has reviewed and refreshed staff declarations of interest.
Annual Members Declaration of Interest	Asmat Hussain	Dec-17	On Target	0%	This will be undertaken in December 2017.