

## Management response

**Report title:** Good Governance when Determining Significant Service Changes – Monmouth County Council

**Completion date:** March 2017

**Document reference:** 257A2017

### Proposals for improvement

Ref	Proposal for improvement	Intended outcome/ benefit	High priority (yes/no)	Accepted (yes/no)	Management response	Completion date	Responsible officer
	The Council's governance arrangements could be strengthened by:						
P1	Reviewing and updating the Constitution to reflect, for example, recent changes to the Council's senior leadership team and select committees.	Clarity over roles and responsibilities for decision making.	Yes	Yes	We will re-set the constitution following the elections in May. This will allow us to incorporate: Some revisions to contract standing orders; any cabinet portfolio / select committee changes that may be sort by the next administration; amendments to the council's policy framework	July 2017	Robert Tranter
P2	Improving the quality of its options appraisals by providing information showing how options have been consistently evaluated.	Better transparency of decision making.	Yes	Yes	Improvements to the report writing process will be made to ensure options appraisals and stakeholder views are clearly set out and the mechanisms for measuring and monitoring the impact of decisions are considered. We will ensure that Senior officers are held accountable for ensuring the reports relating to their service	March 2018	Kellie Beirne

					area meet the required standard before reports are published and decisions made.		
P3	Ensuring that budget savings mandates and service change reports systematically reflect stakeholder views and that these are taken into account during the decision making process.	Better informed decisions.	Yes	Yes	Improvements to the report writing process will be made to ensure options appraisals and stakeholder views are clearly set out and the mechanisms for measuring and monitoring the impact of decisions are considered. We will ensure that Senior officers are held accountable for ensuring the reports relating to their service area meet the required standard before reports are published and decisions made.	March 2018	Kellie Beirne
P4	Setting out at the point of decision on service change proposals how the impact of proposed changes is going to be measured and monitored.	More clarity over intended impact of service changes to enable more effective monitoring.	Yes	Yes	Improvements to the report writing process will be made to ensure options appraisals and stakeholder views are clearly set out and the mechanisms for measuring and monitoring the impact of decisions are considered. We will ensure that Senior officers are held accountable for ensuring the reports relating to their service area meet the required standard before reports are published and decisions made.	March 2018	Kellie Beirne
P5	Formally reviewing its decision making process in relation to service changes as part of post project learning to evaluate and learn from its effectiveness	Identification of potential improvements to the decision making process.	Yes	Yes	The Council already has existing arrangements that review decision making and governance arrangements these include: the Annual Governance Statement,	December 2017	Kellie Beirne

	and ensure continuous improvement.				<p>Democratic Services Committee and through specific service plans for example scrutiny.</p> <p>The findings of this report will be presented to the relevant committee.</p> <p>Further reviews of decision making will be considered, if required, in line with the outcomes of these processes.</p>		
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