

**Appendix B: Action plan to address recommendations arising from the CPC 2024.**

CPC recommendation	Action proposed	Officer Responsible	Indicative timeline
<p>CPC001 Keep up the good work! – there is already clear activity and significant momentum around most of the key areas we have touched upon.</p> <p>Central to this obviously is maintaining the very constructive response to the Non-Statutory Best Value Notice</p>	<p>Action and implementation plans coming forward as a result of the NS-BVN and continuous improvement activity will be delivered as core activity and progress tracked as part of corporate performance monitoring.</p>	Workstream Leads	As per action plans
	<p>The Service Review and Savings and Efficiency programmes are strategically important and ongoing areas of focus to deliver cashable savings and non-cashable improvements to service delivery. Progress towards financial sustainability will continue to be reported to Committee at agreed regular and frequent intervals.</p>	ACE (S151)	As per Cttee forward plans
	<p>The self-assessment against the Best Value Duty will be repeated in 2025 to further reflect, track progress and identify further opportunities for improvements.</p>	HoBPPP	S&A Cttee report May 2025
	<p>The follow-up visit of the CPC peer team will take place in 2025 approx. 10 months after the initial visit. This will need to be scheduled around peak Summer holiday periods in July and August.</p>	HoBPPP	TBC Sept 2025
	<p>In 2024: Continue with the programmatic response to the Non-Statutory Best Value Notice ahead of the 12-month anniversary.</p>	Programme Lead and Programme Sponsor	By end of December 2024
<p>In 2025: Depending on the MHCLG Ministerial decision on the anniversary of the non-statutory Best Value Notice, potentially initiate and deliver further workstreams as necessary. This would be reported to Committee in Q4 2024/25 and added to relevant Service Area Plans for delivery and implementation in 2025/26.</p>	TBC.	Q4 24/25	
<p>Monitor progress of action plans arising from NS-BVN workstreams delivered in 2024 as part of core activity and continuous improvement.</p>	HoBPPP	Qly updates	

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CPC002 Ensure the council has the necessary expert capacity to deliver the Asset Management Strategy and, within this, undertake the on-going management of the related assets.	<p>In 2024: Deliver the ongoing capacity and capability review of the Assets &amp; Regeneration team as part of the NS-BVN response programme. This has included commissioning an external 'check and challenge' to ensure all options are considered independently. Scope of this workstream is to produce the options report ahead of the NS-BVN anniversary.</p> <p>In 2025: Produce a report for Corporate Management Committee to decide on the most suitable team configuration and option for future asset management team structure.</p> <p>Implement any change arising. This will be delivered as core activity for the HR &amp;OD and A&amp;R team in 2025.</p>	<p>Workstream Lead and Workstream Sponsor</p> <p>CHoHROD, CHoAR</p> <p>CHoHROD, CHoAR</p>	<p>By end of December 2024</p> <p>Q4 24/25</p> <p>Q1 25/26</p>
CPC003 Revisit the Corporate Business Plan to ensure it reflects the priorities and political narrative of the Runnymede Council Alliance	<p>In 2025: Initiate and deliver the process for co-design of the new Corporate Business Plan for beyond the current period with the Runnymede Council Alliance, key stakeholders and partners.</p> <p>This is a planned activity for the CEX Office for 2025/26 that will require input from all service areas and will need to be co-ordinated with business and budget planning activity for 2026/27.</p>	CEX, co-leaders, HoBPPP, CLT, SLT	April – Sept 2025/26
CPC004 Ensure the necessary progress is made in relation to key areas of performance that are below target	<p>This is ongoing core activity for the CEX Office as part of corporate performance monitoring and quarterly reporting of corporate KPIs to Corporate Management Committee. The peer team were provided with the Q1 2024/25 CKPI performance report that indicated 6 indicators had a red status at the end of Q1 reporting period. Red status indicates that the performance target has been missed and is &gt;10% of the relative target or is a statutory compliance indicator that is non-compliant. Mitigation action plans were put in place and implemented. Subsequently, the Q2 data has been compiled and analysed and will be reported to Committee in November. Four of the previous 6 indicators are now Green. This demonstrates the active management of performance.</p> <p>Additionally, it was identified in the self-assessment against the Best Value duty as an opportunity for further improvement that service areas will be required to report on progress of delivery of planned activity in service area plans and performance of service-level KPIs to the relevant service Committee at least 6-m intervals. Work is underway with Community Services as a pilot to develop a standard reporting format for both aspects.</p>	<p>CLT, All CHoS, HoBPPP</p> <p>All CHoS</p>	<p>End of each Quarter</p> <p>Commencing from April 2025.</p>

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CPC005 Meet the developmental needs around political 'change of control' both through the council's own activity and the LGA's sector-led improvement offer	LGA Top Team Development sessions are in place and being delivered with the co-leaders and CLT. LGA Mentoring in place for co-leaders in 24/25.	CLT and co-leaders;	Q3/4 24/25
	Member training programme in place and delivered annually throughout the year.	CHoLG	Annual
CPC006 Keep the committee and working group arrangements under review – they have to be fit for purpose and strike the right balance	Hold a Constitution Away Day facilitated by an external advisor to review and confirm processes and procedures contained within remain fit for purpose.	CHoLG	Q4 24/25
	Constitution Member Working Party to review existing Committee structure to determine whether the Council might wish to reduce the number of Committees it has to address the peer team's observations around Committee process and duplication of effort in decision-making.	CHoLG	Q4 24/25 at Constitution MWP
	Recommendations and actions arising to be progressed through Constitution Member Working Party and relevant Committee(s) for decision. Implementation of any agreed change to be delivered as core activity by Legal & Governance.	CHoLG	As appropriate
CPC007 Publish and be seen to respond to the findings of the staff survey	In 2024: The NS-BVN response programme has delivered a workstream to conduct the Cultural and Leadership Assessment of the organisation including the My Experience Matters all-staff survey, 360-feedback for CLT and SLT teams and 360-feedback for individual senior officers.	Workstream Lead and Workstream Sponsor	By end of December 2024
	Results have been themed and will be shared with staff to co-design an action plan to improve areas that scored below expectations. The actions arising will be reported to Committee for information.	CHoHROD	By end of Q1 24/25
	In 2025: implementation of the action plan and delivery of change will take place in 2025 and 2026. The all-staff survey will be repeated to assess progress made.	All CHoS	