

Appendix A – Corporate Governance Annual Action Plan 2021/22 – outstanding actions

The Annual Governance Statement 2020/21 contained 15 improvement actions for progression during 2021/22 and comprised of eight actions identified during the 2020/21 annual governance review and seven legacy actions from previous years'. Progress against these actions was reported to the Governance Committee on 7 March 2022, and 10 of the 15 actions were closed.

The five outstanding actions are detailed below and completion against these objectives is due by the end of the financial year, in March 2023.

Strategic oversight of these actions will be undertaken by the Corporate Governance Board and progress will be reported to the Governance Committee.

Ref	Area for improvement	Lead Officer	Responsible Officer	Actions taken / planned
7 2021/22	Arrange for the provision of anti-fraud and bribery training for TWFRS Members, managers and staff	HR Director	Head of Learning and Development Multimedia Technician	In progress - A number of anti-fraud and corruption eLearning training courses have been critiqued to identify whether they would be appropriate for the Service to adopt. However, as the majority of courses were tailored towards the private sector, the Learning and Development team decided to develop an in-house, fire-service centric training package for staff. Material is being collated for input into the eLearning storyboard. To coincide with the development of this training the Service is reviewing its anti-fraud and bribery policy. The Monitoring Officer confirmed that Members receive training from their 'home' councils so no further action required.
8 2021/22	Further guidance and training required for staff on Privacy Impact Assessment to improve staff understanding of and compliance with PIA requirements.	HR Director	Information Governance Advisor	In progress - A data protection impact assessment (DPIA) / PIA module was included within Information Governance training sessions delivered to Department Heads. To accompany this training, a user guide on how to complete a DPIA is being designed and will be published for staff use.
67 2020/21	Roll out training on corporate governance (CG) for the Senior Leadership Team (SLT) including b) info asset management.	HR Director	Information Governance Advisor	In progress - Training has been undertaken with Department Heads and there will be a rolling programme to identify and train new Department Heads. The information asset policy will be updated to support this training.

60 2019/20	Information Asset Register (IAR) and recording system to be reviewed, supported by new technology and further training.	HR Director AM Digital, Data & Safety	Information Governance Advisor Head of ICT	In progress – Department heads are currently reviewing their Information Asset Registers (IARs) and work is ongoing with ICT to look at ways to host / make the IARs live documents. Regular IAR reviews are scheduled between the Information Governance Advisor and Department Heads. Supporting policies in relation to IARs and document retention and disposal are being reviewed and an eLearning package is in development.
43 2018/19	Review and streamline policies and procedures, to include PIA and Equality Impact Assessment (EIA) and support training, to align to new strategic planning framework.	AM Digital, Data & Safety HR Director	Head of Business Improvement Information Governance Advisor	In progress – The policy and procedure review was completed and an improved process implemented during 2021, which including new templates, an updated procedure / guidance, and training conducted. The equality impact assessments (EIA) and associated documents were published and are in use and training was provided. Privacy Impact assessments (PIA) are to be incorporated into the policy and procedure documentation and additional PIA / EIA training is to be provided to staff.