

Appendix 1: Teignbridge District Council Corporate Peer Review Action Plan

Theme: Relationships			
Action	Measure	Lead officer / member	Timescale
Senior Officer Availability for Group Meetings	Senior Leadership and Senior Management Team officers will be available to attend meetings with the Council's various political groups to discuss and advise on relevant topics on council agendas, questions and topic areas identified in advance.	Senior Leadership Team, Group Leaders	On request

Theme: Constitution			
Action	Measure	Lead officer / member	Timescale
Defining strategic roles and responsibilities	Develop an Executive Members / Strategic Leadership Team charter that clarifies respective roles, responsibilities and commitments and embeds this into the Council's constitution. Establish role profiles for Executive Members, clarifying their duties and accountability, including communicating relevant information throughout the Council.	Managing Director / Leader	December 2024
Governance and Constitution Review	Having completed the first stage review with the Centre for Governance and Scrutiny, a task and finish group has been created to review and recommend to Full Council, amendments and changes to the constitution.	Monitoring Officer / Leader	July 2025
Decision making flow-chart	Linked to the constitution review, update website with a simple explanation on how council decisions are made. This information should be accessible to councillors, officers, stakeholders, businesses and residents and act as an index that also leads to more detailed information (e.g. links to constitution sections).	Democratic Service Team Leader	March 2025

Theme: Council Strategy and Partnerships			
Action	Measure	Lead officer / member	Timescale
Adopt and implement a new 'One Teignbridge' Council Strategy	Following engagement with the community and partners in shaping the Council Strategy, the Council will adopt the strategy and accompanying action plan that sets out priorities and key actions over the life of the Strategy.	Director of Place / Head of Partnerships and Strategy	January 2025
Refresh Council Strategy Performance and Risk Monitoring Framework	Overhaul existing Council Strategy monitoring processes and systems to streamline reporting of key progress indicators and ensure that budget considerations are at the forefront of planning and implementation. Our monitoring framework will also monitor ongoing customer needs and community feedback, so that it can be used to help inform Partnership Board recommendations and Council Strategy Action Plan decisions.	Director of Place / Head of Partnerships and Strategy	July 2025
Ongoing engagement with Town and Parish Councils	An ongoing programme of communication involving detailed workshops on key issues like town planning to build trust, cooperation, and community involvement. This work will involve understanding one another's priorities and potentially co-creating a charter for mutually beneficial working relationships.	Director of Place / Head of Partnerships and Strategy	On-going

Appendix 1: Teignbridge District Council Corporate Peer Review Action Plan

Theme: Functioning authority			
Action	Measure	Lead officer / member	Timescale
Appoint Opposition Overview and Scrutiny Chairs	Appoint a chair and vice-chair from opposition political parties to Overview and Scrutiny Committee to foster greater transparency and fairness.	Leader	May 2025
Routine briefings ahead of complex decisions	Continue specialist officer briefings for councillors ahead of all complex (determined by the relevant Executive Member/s) committee decisions and provide updates and (ordinarily) annual refresher sessions throughout long-term project implementation (like Modern 25) or decision-making phases, including reminders about previous council decisions.	Lead officers will vary per theme	Ad hoc
Centralised Record of Council Decisions	Enhance or replace existing systems into a centralised and searchable repository of all council decisions and subsequent progress with projects. This will ensure transparency, accountability and easy access to up to date information for councillors, officers and members of the public.	Democratic Service Team Leader	April 2025
Essential Officer Training	Implement and maintain an ongoing programme of officer training centred on the council constitution; officer/member protocol; and ensuring timely and effective communication with councillors, town and parish councillors and other key partners.	Head of Human Resources and Organisational Development	April 2025
Establish an Invest to Save Budget	Bring forward a medium-term financial plan and annual budget with an 'Invest to Save' provision that grows to at least £500,000, enabling us to allocate resources to delivering long-term efficiencies.	Director of Corporate	February 2025
Introduce a new modern finance system	Retain sufficient staff resources to ensure delivery of the project, with dedicated project managers at both Teignbridge District Council and Strata.	Director of Corporate	May 2026