

ANNUAL GOVERNANCE STATEMENT 2011/12 – ACTION PLAN PROGRESS

1. PURPOSE

- 1.1 The purpose of this report is to provide Audit Committee with an update on progress made against the Action Plan arising from the Annual Governance review during 2011/12.

2. BACKGROUND

- 2.1 The Council is required to demonstrate that its business is conducted in accordance with the law and proper standards, and that money is safeguarded and properly accounted for by issuing an Annual Governance Statement to be incorporated into the final accounts.
- 2.2 In compiling the Statement, the Council has regard to its Internal Control arrangements including Internal Audit and Risk Management, the outcomes of the annual Corporate Good Governance Review, any findings of the Audit Commission and other management arrangements. It further considers the processes applied in maintaining and reviewing the governance framework including those of the authority, the executive, audit and scrutiny committees, internal audit and other assurance mechanisms.
- 2.3 The statement for 2011/12, was reviewed by Audit Committee on 6th July 2012, including an action plan to address the areas for improvement identified in the review of governance for the year. This statement has been reviewed and updated since this date and will accompany the Statement of Accounts for approval.
- 2.4 The Council's Executive Management Team (EMT) is responsible for monitoring actions and this report provides an update on progress made to date.

3. ACTION PLAN PROGRESS

- 3.1 Details of the issue arising from the Annual Governance Statement and the Good Governance Review, including the responsible officer and progress to date are recorded in Appendix 1. Progress on outstanding items will be further reviewed at the end of the financial year to determine whether the issue is included in the Statement for 2012/13.

4. FINANCIAL, EQUALITY AND DIVERSITY, ENVIRONMENTAL & CRIME AND DISORDER IMPLICATIONS

- 4.1 There are none arising directly from this report.

5. RECOMMENDATIONS

- 5.1 It is recommended that Audit Committee note the progress to be made as detailed in Appendix 1 against each of the governance issues identified for 2011/12.

For further information

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Background Papers from Audit Committee 6 July 2012

Annual Governance Statement 2011/12 (Report F) &
Review of Compliance with Local Code of Good
Governance 2011/12 (Report D)

Governance Actions Plan 2011/12

The Council's Executive Management Team has responsibility for monitoring outcomes from the annual governance review. The 2011/12 governance review Action Plan was considered at their meeting of 11th September 2012. This document reports on progress in achieving required actions/outcomes.

The Action Plan incorporates required actions from the Annual Governance Statement (AGS), the annual Review of Compliance with the Local Code of Governance.

| Topic | Action | Responsible Officer | Deadline | Action update |
|-----------------------|--|--|-----------------------------|---|
| Partnerships | To update the partnership register following the changes made during the year and ensure risks are evaluated and managed accordingly. | Executive Director (S151) | 31 st March 2013 | A Partnership group has been formed. The group has reviewed and updated the partnership register. |
| Risk Management | To update the Corporate Risk Register and present to the Audit Committee for consideration on a regular basis. Consider opportunities to further embed risk management across the Council. | Performance Improvement Manager | 31 st March 2013 | Proposals for a change in the approach to the Corporate Risk Register are to be discussed with EMT on the 9 th October for reporting to the Audit Committee on the 18 th January. |
| Financial Regulations | To review and update Financial Regulations. | Executive Director (S151) in consultation with the Head of Legal and Democratic Services | 31 st March 2013 | Financial Regulations will be aligned to the new Procurement policies and guidance, which are currently being finalised. |
| Business Continuity | To test the Business Continuity Plan | Performance Improvement Manager | 31 st March 2013 | Business Continuity Planning has been discussed with EMT and arrangements have been made to facilitate a desk top scenario 'test' of plans later in the year. |