
QUARTERLY GOVERNANCE PROGRESS REPORT

To: **Governance and Audit Committee – 22 June 2011**

Main Portfolio Area: **Business Services**

By: **Business Support and Compliance Manager**

Classification: **Unrestricted**

Summary: To provide Governance and Audit Committee with a progress report on governance related issues.

For Information

1.0 Introduction and Background

1.1 This report provides Governance and Audit Committee with an update on governance related issues. The items covered in this report are:

- Corporate risk register review
- Annual Governance Statement 2009/10 action plan

2.0 The Current Situation

2.1 Corporate risk register

2.1.1 Attached at **annex 1** is a copy of the corporate risk register. Governance and Audit Committee need to be confident that the risk management process is being followed, such as ensuring reviews are being undertaken and target dates for implementing control measures are met.

2.1.2 The table below provides a summary of the corporate risk register for the period March to May 2011.

Directorate	No of risks per area	Risk review overdue	Risk rating		
			Increased	Reduced	Remained the same
Community Services	2	1	0	0	2
Customer Services and Business Transformation	0	0	0	0	0
Finance and Corporate Services	17	0	0	2	15
Environmental Services	1	0	0	0	1
Regeneration Services	2	0	0	1	1
Total	22	1	0	3	19

2.1.3 Due to the restructure and the changes with Senior Management Team, the corporate risk register is to be discussed at their meeting on the 16 August to re-assign risks as appropriate and to undertake a complete review of the corporate risks and control measures. There will need to be amendments to the system to bring it in line with the new council structure.

2.2 Annual Governance Statement 2009/10 action plan

- 2.2.1 For the period 2009/2010 the Council prepared an Annual Governance Statement (AGS) which was agreed by Governance and Audit Committee on the 22 June 2010.
- 2.2.2 Within the Annual Governance Statement 2009/10 areas of concern identified from the numerous assessments into our governance arrangements were detailed within Section 6 'Significant governance issues'.
- 2.2.3 The Council proposed to take steps to address these matters and report on the action plan to this Committee on a regular basis. The action plan is attached at **annex 2** for Members information. This is the final report on the 2009/10 action plan and any areas of weakness that need to be carried forward to the 2010/11 action plan for continued monitoring have been identified.
- 2.2.4 The table below provides a summary of the Annual Governance Statement 2009/10 action plan.

Section (See key below)	No of actions	Updates outstanding	Ongoing actions	Completed actions	Actions to c/f to 10/11 action plan
1.	2	0	2	0	0
2.	13	0	4	9	0
3.	4	0	0	4	0

Key:

1. Within this section are the governance issues identified in previous Annual Governance Statement action plans, which have not been completed for various reasons and will therefore be updated and incorporated into the 2009/10 action plan, to be undertaken during 2010/11.
2. The identified areas detailed below have arisen from our numerous assessments into the council's governance arrangements for 2009/10 and have been deemed to be significant by the Governance Group. These will be addressed during 2010/11 and for those already actioned an update has been provided.
3. To comply with best practice the Governance and Audit Committee determined that it would consider annually whether it meets its terms of reference and how it has impacted on the internal control environment. The Committee carried out the National Audit Checklist and identified some actions which it recommends will improve performance against best practice for the forthcoming year. These issues have already been actioned and an update is provided but will continue to be monitored to ensure they are effective.

3.0 Options

- 3.1 That Members note the content of this report and associated annexes.

4.0 Corporate Implications

4.1 Financial

- 4.1.1 There are no financial implications arising directly from this report.

4.2 Legal

4.2.1 There are no legal implications arising directly from this report.

4.3 Corporate

4.3.1 The Annual Governance Statement Action Plan is a corporate document that addresses the areas of improvement identified as necessary through the Annual Governance Statement process.

4.4 Equity and Equalities

4.4.1 There are no equity or equalities issues arising from this report.

4.5 Risks

4.5.1 Failure to undertake these processes will impact on the council's approach to Corporate Governance.

5.0 Recommendation(s)

5.1 That Members note the content of this report and associated annexes.

6.0 Decision Making Process

6.1 This recommendation does not involve the making of a key decision and may be taken by the Governance and Audit Committee.

Contact Officer:	Nikki Morris, Business Support and Compliance Manager, DDI 01843 577625
Reporting to:	Sarah Carroll, Business Services Manager, DDI 01843 577188

Annex List

Annex 1	Corporate Risk Register
Annex 2	Annual Governance Statement 2009/10 action plan