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## QUARTERLY GOVERNANCE PROGRESS REPORT

To: **Governance and Audit Committee – 20 March 2012**

Main Portfolio Area: **Business Services**

By: **Business Support and Compliance Manager**

Classification: **Unrestricted**

Ward: Not applicable

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

### For Information and Decision

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#### **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:

- 2.1 Corporate risk register
- 2.2 Annual Governance Statement 2009/10 action plan
- 2.3 Programme of reports for 2011/12
- 2.4 Terms of reference – annual review
- 2.5 Data Quality Framework

#### **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.

##### **2.2 Annual Governance Statement 2010/11 action plan**

- 2.2.1 For the period 2010/11 the council prepared an Annual Governance Statement (AGS) which was agreed by Governance and Audit Committee on the 29 September 2011.
- 2.2.2 Within the Annual Governance Statement 2010/11 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.

## **2.3 Programme of reports 2012/13**

2.3.1 The programme of reports for future Governance and Audit Committees has been reviewed, and an updated list is provided as **annex 3** for Members' information. Once agreed, this will be incorporated in the Guidance Pack which will be distributed to Members of the Group at the 27 June meeting.

## **2.4 Terms of reference – annual review**

2.4.1 The terms of reference for this Committee have been reviewed and were discussed as part of the Governance and Audit Committee annual report review process carried out on the 22 February 2012. The recommended changes are detailed in **annex 4** to this report, shown as track changes.

2.4.2 Following agreement by this Committee to the recommended changes, the terms of reference will go before the Constitutional Review Working Party, Standards and then onto Council.

2.4.4 A copy of the terms of reference will be included within the Guidance Pack that is to be issued in June 2012.

## **2.5 Data Quality Framework**

2.5.1 The Data Quality Framework is reviewed annually. This review was undertaken by SMT Policy Board on 17th January 2012. The full text is now published on the Council's intranet, and will shortly be placed on the TDC website. Governance & Audit Committee will receive notification of all future updates and results of data quality issued within audit reports when required.

## **3.0 Options**

3.1 That Members note the content of annex 1, the Corporate Risk Register and identify any issues on which they require more clarification.

3.2 That Members note the content of annex 2, the Annual Governance Statement 2010/11 action plan and identify any issues on which they require more clarification.

3.3 That Members agree the reviewed programme of reports for 2012/13.

3.4 That Members agree the changes to the terms of reference and agree that they go forward to the Constitutional Review Working Party, Standards and Council for formal agreement.

## **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 Governance and Audit Committee are charged with monitoring the effective development and operation of risk management, and to this end receive the

corporate risk register on a regular basis to ensure that the risk management process is being applied appropriately across the organisation.

- 4.3.2 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 annexes 1 and 2 and identify any issues on which they require more clarification.

- 5.2 That Members agree the programme of reports for 2012/13, on the understanding that there may be variations to the programme should the need arise.

- 5.3 That Members agree the changes to the terms of reference and agree that they go forward to the Constitutional Review Working Party, Standards and Council for formal agreement.

#### 6.0 Decision Making Process

- 6.1 These recommendations do not involve the making of a key decision and may be taken by the Governance and Audit Committee.

Future Meeting if applicable:	Date:
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#### **Annex List**

Annex 1	Corporate Risk Register
Annex 2	Annual Governance Statement 2010/11 action plan
Annex 3	Programme of reports for 2012/13
Annex 4	Terms of Reference (Version 6 12-13)

#### **Background Papers**

Title	Details of where to access copy
Annual Governance Statement 2010/11	Members Portal, Council website ( <a href="http://www.thanet.gov.uk">www.thanet.gov.uk</a> ) and hard copy within Corporate Resources, first floor, Cecil Street Offices, Margate
Terms of Reference (Version 4)	Within Constitution

#### **Corporate Consultation Undertaken**

Finance	Not applicable
Legal	Not applicable