
QUARTERLY GOVERNANCE PROGRESS REPORT

To: **Governance and Audit Committee – 21 March 2013**

Main Portfolio Area: **Business Services**

By: **Business Support and Compliance Manager**

Classification: **Unrestricted**

Ward: Not applicable

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

For Information and Decision

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:

- 1.1.1 Corporate risk register
- 1.1.2 Annual Governance Statement 2011/12 action plan
- 1.1.3 Programme of reports for 2013/14
- 1.1.4 Terms of reference – annual review
- 1.1.5 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 2011/12 action plan

2.2.1 For the period 2011/12 the council prepared an Annual Governance Statement (AGS) which was agreed by Governance and Audit Committee on the 25 September 2012.

2.2.2 Within the Annual Governance Statement 2011/12 areas of concern identified from the numerous assessments into our governance arrangements were detailed within Section 9 '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 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 27 February 2013. There are no recommended changes.

2.5 Data Quality Framework

- 2.5.1 The Data Quality Framework is reviewed annually and is due to be reviewed by the end of April 2013. The full text is published on the Council's website and intranet. Governance & Audit Committee will receive notification of all future updates and results of data quality issues identified 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 2011/12 action plan and identify any issues on which they require more clarification.
- 3.3 That Members note the reviewed programme of reports for 2013/14 at annex 3.

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 note the programme of reports for 2013/14, on the understanding that there may be variations to the programme should the need arise.

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:
-------------------------------	-------

Contact Officer:	Nikki Morris, Business Support and Compliance Manager, DDI 01843 577625
Reporting to:	Sarah Carroll, Strategic Organisational Development Manager. DDI 01843 577188

Annex List

Annex 1	Corporate Risk Register
Annex 2	Annual Governance Statement 2011/12 action plan
Annex 3	Programme of reports for 2013/14

Background Papers

Title	Details of where to access copy

Corporate Consultation Undertaken

Monitoring Officer	Harvey Patterson, Corporate and Regulatory Services Manager
Finance	Sarah Martin, Financial Services Manager
Legal	Gary Cordes, Legal Services Manager
Communications	Justine Wingate, Corporate Information and Communications Manager