
QUARTERLY GOVERNANCE PROGRESS REPORT

To: **Governance and Audit Committee – 25 September 2013**

Main Portfolio Area: **Operational 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:

2.1 Corporate risk register (CRR)

2.2 Risk Management Strategy and Process annual review

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 For members information, officers have provided an update on the current position of their control measures, and this is attached at **annex 2**.

2.2 Risk Management Strategy and Process - annual review

2.2.1 The current Risk Management Strategy (Version 9), was agreed by Governance and Audit Committee (25 September 2012) and Cabinet (8 November 2012). The Risk Management Process (Version 6) was agreed by Governance and Audit Committee also on the 25 September 2012. Both documents are available on the Internet, Intranet and Members Portal.

2.2.2 The review commenced with initial discussions with the Policy and Business Planning Section with regards to the Inphase system, which holds the corporate risk register. It was established that it would be more appropriate for this review to take place following the amendments to the Inphase system to ensure that the planned changes which are due to take place are correctly reflected within the Risk Management Strategy and Process documents.

2.2.3 Therefore, these documents will be brought before Governance and Audit Committee at the December meeting following the review.

3.0 Options

3.1 That Members note the content of annexes 1 and 2, the Corporate Risk Register and comments on control measures and identify any issues on which they require more clarification.

3.2 That Members note the comments in connection with the annual review of the Risk Management Strategy and Process documents.

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 Risk Management Strategy and Process documents will assist the council in providing the processes necessary to manage risk and therefore aid in achieving its objectives.

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 identify any issues on which they require more clarification.

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.

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Reporting to:	Mark Seed, Director of Operational Services

Annex List

Annex 1	Corporate Risk Register
Annex 2	Comments on control measures

Corporate Consultation Undertaken

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