

# Public Document Pack



<b>MEETING:</b>	Audit Committee
<b>DATE:</b>	Wednesday, 20 July 2016
<b>TIME:</b>	4.00 pm
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## SUPPLEMENTARY AGENDA

11. Draft Annual Governance Statement 2015/16 – AGS Action Plan (*Pages 3 - 4*)  
Annual Governance Statement Action Plan – Appendix 2

To: Chair and Members of Audit Committee:-

Councillors Richardson (Chair), Barnard, Clements, David Griffin and Lofts; together with Independent members Ms K Armitage, Ms D Brown, Mr M Marks, Mr P Johnson and Mr S Gill

Diana Terris, Chief Executive  
All Executive Directors  
Andrew Frostdick, Director Legal and Governance  
Frances Foster, Director Finance, Assets and Information Services  
Rob Winter, Head of Internal Audit  
Neil Copley, Service Director Finance  
Ian Rooth, Head of Technical Services  
Adrian Hunt, Risk Management Manager  
Michael Potter, Service Director Organisation and Workforce Improvement  
Julie Winham, Senior Audit Manager

Council Governance Unit – 3 copies

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20<sup>th</sup> July, 2016

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**Appendix Two: Draft Annual Governance Statement Action Plan 2016/17**

Ref	Annual Governance Statement Action	Responsible Executive Director	Timescales	Current Position – Action Taken / Planned
1	To further develop and embed a practical framework to assist on the effective governance and control of the Council's partnerships, contracts and general relationships with external organisations. This has increased significance in the context of the Future Council programme. <i>(Carried forward from 2015/16)</i>	Executive Director, Legal and Governance	31/12/2016	<p><u>July 2016:</u> A presentation to BLT was delivered by the Executive Director, Legal and Governance on 31/05/2016, seeking endorsement of the developing Partnership Governance Framework, which entails:</p> <ul style="list-style-type: none"> <li>▪ Developing a Register of significant partnerships;</li> <li>▪ Logging Partnership risks in the appropriate Risk Register; and,</li> <li>▪ Ensuring suitable assurances (including the consideration of exit strategies) are included when logging Partnership risks in the appropriate Risk Register.</li> </ul> <p>The Executive Director, Legal and Governance and the Risk and Governance Manager met in July 2016 to develop arrangements to roll this framework out to all Directorates in 2016 via the Operational Risk Register review process.</p> <p>An update will be provided to BLT during 2016.</p>
2	Improving Performance and Development Review (P&DR) compliance across the Council in 2016/17. <i>(Carried forward from 2015/16)</i>	Executive Director, Human Resources, Performance and Communications	tba	<p><u>July 2016:</u> Meeting arranged between the Organisation Development Manager, the Risk and Governance Manager and an Audit Manager to develop action.</p>
3	Ensuring that the organisation and those responsible for managing resources have the necessary commercial and financial capability to deliver the Council's 2020 Outcomes <i>(Carried forward from 2015/16)</i>	Executive Director, Finance, Assets and Information Services	31/03/2017	<p><u>July 2016:</u> Action agreed by Service Director Finance.</p>
4	Improve the implementation by Business Units of the Council's Business Continuity Planning (BCP) arrangements.  There remain gaps in the	Executive Director, Human Resources, Performance and Communications	31/03/2017	<p><u>July 2016:</u> Action agreed by Head of Corporate Health, Safety and Emergency Resilience.</p>

Ref	Annual Governance Statement Action	Responsible Executive Director	Timescales	Current Position – Action Taken / Planned
	<p>necessary BCPs in services which now form one of the appendices of Business Unit Business Plans. The Corporate BCP will be revised in July 2016 and any outstanding plans highlighted to the relevant Executive Director and Service Director. This remains an implementation issue rather than a lack of suitable and sufficient process.</p> <p><i>(Carried forward from 2015/16)</i></p>			
5	<p>Review the recording of officer delegated decisions to ensure this is in line with legislation.</p> <p><i>(Carried forward from 2015/16)</i></p>	Executive Director, Legal and Governance	30/09/2016	<p><u>July 2016:</u> Draft guidance prepared by the Service Director (Council Governance) and passed to the Director, Legal and Governance for consideration.</p> <p>Following receipt of feedback, it is envisaged this guidance will be considered by SMT, and finally, circulated to BLT in late July 2016.</p>
6	<p>Internal Audit Annual Report: A corporate issue relating to non-compliance with Contract Procedure Rules and the overall adequacy of Contract Management Arrangements</p>	Executive Director, Finance, Assets and Information Services	tba	<p><u>July 2016:</u> Identified via Internal Audit's Annual Report – Significant Governance Issues.</p> <p>Agreed by SMT this action is to be included on the 2015/16 AGS Actions Plan.</p> <p>Meeting arranged between Head of Strategic Procurement and Risk and Governance Manager to develop action.</p>