



## Report of the Head of Internal Audit and Risk Management

**AUDIT COMMITTEE – 19<sup>th</sup> SEPTEMBER 2014**

### **ANNUAL GOVERNANCE STATEMENT 2013 / 2014 ACTION PLAN UPDATE**

#### **1. Purpose of the Report**

- 1.1 This brief report supports the updated action plan relating to the issues identified in the Annual Governance Statement (AGS) for 2013/14.
- 1.2 The action plan is attached as an appendix to this report and will be updated and reported to the Audit Committee again at the December meeting.
- 1.3 The final AGS is being reported separately as the action plan does not form part of the formal Annual Governance Review (AGR) process.

#### **2. Recommendations**

- 2.1 **It is recommended that the Audit Committee consider the progress being made against each item in the action plan and seeks any explanations regarding any issues of progress.**

#### **3. Action Plan Update**

- 3.1 An action plan is used to track the progress of the actions necessary to deal with the issues raised through the AGR process. The action plan for the 2013/14 AGS was put together in July when the AGS was first drafted.
- 3.2 Although the final AGS is being considered by the Audit Committee at this meeting, some of the issues have been carried forward from the 2012/13 AGS and the actions necessary were identified over 12 months ago. These actions have been monitored by the Audit Committee throughout this time and it is appropriate that an update is given now to keep the momentum of progress.
- 3.3 The action plan attached shows, where appropriate, the actions identified in July and updates given in September 2013. This will be further reviewed in November for reporting in December.
- 3.4 In all cases actions have continued and are in progress. In most areas the nature of the issue is such that work is of a longer-term nature and consequently the original issue has not been completely resolved.

#### **4. Appendix**

Appendix 1 - Annual Governance Statement 2013/ 2014 Action Plan

#### **5. Background Papers**

- 5.1 The draft AGS, the AGR framework and guidance documents previously considered by the Audit Committee at its meetings on 22<sup>nd</sup> January 2014 and 16<sup>th</sup> July 2014.

Contact Officer: Head of Internal Audit and Risk Management

Telephone: 01226 773241

Date : 10<sup>th</sup> September 2014



Ref	Annual Governance Statement Action	Responsible Director	Timescales	Current Position – Action Taken / Planned
<b>2012/13 Issues brought forward</b>				
1	To further develop and embed a practical framework to assist in the effective governance and control of the Council's partnerships, contracts and general relationships with external organisations. This has an increased significance in the context of the Future Council programme.	Director Legal & Governance	31 <sup>st</sup> December 2014	<p><u>July 2014</u> A working group has been established to review the current arrangements to identify the areas where further work is required. A detailed workplan will be established to guide this review.</p> <p><u>September 2014</u> The review process is on-going.</p>
2	To continue to develop a corporate Information Governance Strategy and associated policies / procedures and guidance for implementation across the Council	Director Finance, Property & Information Services	On going throughout the year	<p><u>July 2014</u> Developing a corporate Information Governance Strategy and associated policies / procedures and guidance for implementation across the Council.</p> <p><u>September 2014</u> A number of policies and procedures already agreed by the information governance board and SMT and others ongoing</p>
<b>2013/14 Emerging Issue Identified</b>				
3	To ensure delivery of Future Council by April 2015	Senior Management Team	On going throughout the year	<p><u>July 2014</u> A Future Council Change Programme has been developed and the Future Council Strategy and Workforce Development Strategy were approved by Cabinet in June 2014 to ensure that Future Council will be achieved by April 2015.</p> <p><u>September 2014</u> The Future Council Change Programme continues to monitor the delivery of all related programmes and projects. A Future Council steering group has been established to ensure the delivery of all Future Council budget efficiencies.</p>

