
Annual Governance Statement - Statement in Support by the Monitoring Officer - Summary Report

Committee considering report: Governance and Ethics Committee on 21 August 2017

Portfolio Member: Councillor Keith Chopping

Date Portfolio Member agreed report: 3 August 2017

Report Author: Sarah Clarke

Forward Plan Ref: GE3252

1. Purpose of the Report

1.1 To provide evidence and independent verification of governance matters which may impact on the Annual Governance Statement from the viewpoint of the Monitoring Officer.

2. Recommendation

2.1 To note the report.

3. Implications

3.1 **Financial:** No financial implication associated with this report.

3.2 **Policy:** Established as part of CIPFA guidance and reporting arrangements adopted by Council in connection with the Annual Governance Statement.

3.3 **Personnel:** N/A

3.4 **Legal:** In accordance with the provisions of the Local Government Acts 1972 and 2000 and the Local Government and Housing Act 1989 together with the Local Government and Public Involvement in Health Act 2007 and Localism Act 2011.

3.5 **Risk Management:** Insofar as is possible any risks have been assessed in accordance with the Risk Strategy.

3.6 **Property:** N/A

3.7 **Other:**

4. Other options considered

4.1 None. This Report is produced in accordance with CIPFA Guidance and current policy of the Council.

Executive Summary

5. Introduction / Background

- 5.1 As part of the Annual Governance statement, CIPFA guidance recommends that the S151 and Monitoring Officers give assurance that the Council's systems and procedures for which they have responsibility regarding internal controls are effective and being complied with. The Monitoring Officer looks at the legality of actions by bodies within the Council as part of duties under Section 5 of the Local Government and Housing Act 1989 (the 1989 Act).

6. Proposal

- 6.1 Throughout the year the Governance and Ethics Committee is referred to amendments to the Council's constitution and its rules of procedure where amendment is necessary. Subject to its view, matters are then referred to Council for adoption. This ensures that administrative processes remain effective, efficient and pertinent.
- 6.2 Ethics and matters of probity are dealt with by Governance and Ethics Committee. The development of a complaints regime as regards complaints about District and Parish Members has been reviewed and updated following the Localism Act 2011. Members have been updated on changes to Standards arrangements and the processes for dealing with complaints. Training has been provided to new and existing members on the Code of Conduct and ethical matters.
- 6.3 A Task Group was set up to review the Members Code of Conduct and a revised Code of Conduct was approved by Council in September 2016.
- 6.4 Reviews of risk registers have been carried out by the Monitoring Officer and S151 Officer in their roles as members of the Council's Corporate Board. In addition, liabilities and activities likely to impact upon the Council's operations from a legal perspective where appropriate have been identified.
- 6.4 **Equalities Impact Assessment Outcomes.**
- 6.5 There is no decision to be made which impacts on Equality matters.

7. Conclusion

- 7.1 The Monitoring Officer's view of the Council's governance arrangements are that they are robust and effective. The governance of the Council through the systematic review of the Constitution and the relatively low level of complaints indicates that there is little that needs attention if the current arrangements are followed. There has been no necessity to report formally to Council under Section 5 of the 1989 Act. Ethical matters are managed by the Governance and Ethics Committee. The report is to be noted.

8. Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – Equalities Impact Assessment