

<b>Title of Report:</b>	<b>Annual Governance Statement 2011-12</b>
<b>Report to be considered by:</b>	Governance and Audit Committee
<b>Date of Meeting:</b>	10 September 2012
<b>Forward Plan Ref:</b>	GA2524

**Purpose of Report:** To review the Annual Governance Statement .

**Recommended Action:** To agree the Annual Governance Statement.

**Reason for decision to be taken:** To allow the Leader and Chief Executive to sign the Annual Governance Statement

**Other options considered:** None

**Key background documentation:** None

The proposals will also help achieve the following Council Strategy principle:

**CSP9 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy principle by:

<b>Portfolio Member Details</b>	
<b>Name &amp; Telephone No.:</b>	Councillor Anthony Stansfeld - Tel (01488) 658238
<b>E-mail Address:</b>	astansfeld@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	7 <sup>th</sup> August 2012

<b>Contact Officer Details</b>	
<b>Name:</b>	Ian Priestley
<b>Job Title:</b>	Chief Internal Auditor
<b>Tel. No.:</b>	01635 519253
<b>E-mail Address:</b>	ipriestley@westberks.gov.uk

## Implications

---

**Policy:** none  
**Financial:** none  
**Personnel:** none  
**Legal/Procurement:** none  
**Property:** none  
**Risk Management:** none  
**Equalities Impact Assessment:** See Appendix A

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## **Executive Summary**

---

### **1. Introduction**

1.1 The report sets out the Annual Governance Statement for the Council for 2011-12.

### **2. Proposals**

2.1 The Annual Governance Statement for 2010-11 outlined one area where action was required. This was:

(1) Service resilience – may lead to failures in key systems

2.2 Although some work has been done in assessing the implications of this risk, more work is required as the issue is ongoing with further cost reductions that will put more pressure on service resilience.

2.3 In addition Corporate Board consider that Council needs to review the processes around risks posed by challenges following changes in the way the Council delivers services. The Head of Strategic Support will review the Council's procedures for consulting effectively and consistently on proposed changes to services to minimise the risk of any challenge being successful

### **3. Equalities Impact Assessment Outcomes**

3.1 There is no decision to be made and therefore no Equality Impact Assessment has been undertaken.

### **4. Conclusion**

4.1 The Council's governance arrangements are robust.

# Executive Report

---

## 1. Introduction

- 1.1 The purpose of this report is to outline the purpose of the Annual Governance Statement (AGS) and explain how the necessary assurance to support the AGS has been obtained. This will enable the Committee to make an informed judgement as to the effectiveness of the process that the Council has followed in conducting the annual review of the system of internal control within the Council.

## 2. Purpose of the AGS

- 2.1 The AGS is designed to provide stakeholders of the Council with assurance that the Council has operated within the law and that the Council has met the requirements of the Accounts and Audit Regulations:

“The Council shall conduct a review at least once in a year of the effectiveness of its system of internal control”.

- 2.2 A copy of the AGS for 2011-12 is attached to this report for review, at Appendix B.
- 2.3 The approach taken by the Council to carrying out the review of the system of internal control was set out in the report to Corporate Board in December 05. This report identified the sources of assurance that underpin the review. These are:
- (1) Head of Service Assurance Statements and service risk registers
  - (2) The “Head of Internal Audit” annual report
  - (3) The Monitoring Officer’s annual report
  - (4) The s151 Officer’s annual report
- 2.4 This evidence provides the assurance that enables the Leader and Chief Executive to sign the AGS with confidence.
- 2.5 The Annual Governance Statement was prepared by the Finance and Governance Group and reviewed by Corporate Board.

## 3. Role of Governance and Audit Committee re the AGS for 2011-12

- 3.1 A key function of the Governance and Audit Committee is to review and approve the AGS for 11-12 prior to it being signed off by the Chief Executive and Leader of the Council.
- 3.2 In order to be able to review the AGS the Committee needs to examine the evidence, noted in 2.3, above, that supports the AGS.

## Appendices

---

Appendix A – Equality Impact Assessment – Stage 1  
Appendix B - Annual Governance Statement

## **Consultees**

---

**Local Stakeholders:** N/a

**Officers Consulted:** Corporate Board, Finance and Governance Group

**Trade Union:** N/a

# APPENDIX A

## Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	Annual Governance Statement
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Ian Priestley
<b>Name of assessor:</b>	Ian Priestley
<b>Date of assessment:</b>	19 July 2012

<b>1. What are the main aims of the item?</b>
To provide an annual governance statement for the Council for 2011-12

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
none		
<b>Further comments relating to the item:</b>		

<b>3. Result</b> (please tick by clicking on relevant box)	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Ian Priestley

**Date:** 19 July 2012