



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

**to
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE
14 JANUARY 2021**

ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE

1. PURPOSE OF THE REPORT

1.1 To update the Committee on the actions identified in the 19/20 Annual Governance Statement (AGS).

2. RECOMMENDATIONS

(i) To review the AGS action table and updates and challenge where appropriate

3. SUMMARY OF KEY ISSUES

- 3.1 The Annual Governance Statement in its new format was approved by the Performance, Governance and Audit committee on 30 July 2020. In line with Chartered Institute of Public Finance and Accountancy (CIPFA) best practice, it was reflective of governance matters for 19/20, and forward looking about where we could make improvements for 20/21.
- 3.2 For the first time, the report had an action plan for the year looking forwards and the Committee agreed that progress on the actions would be reported to and reviewed by the Committee.
- 3.3 These are held on our SharePoint system and updated by responsible officers, with regular reminders from the Programmes, Performance and Governance Team.
- 3.4 The current table of these actions and officer updates are pasted below for Member consideration

Title	Owner	Status	Target Completion	Commentary
Be more performance driven. Focus has been on establishing measures and reporting at an outcome level, the programme for the next year will be to review and revise these measures	Cheryl Hughes	Ongoing		Review meetings are taking place to analyse the Corporate plan and whether the Outcomes are fit for purpose with relevant officers.

Title	Owner	Status	Target Completion	Commentary
Internal balance scorecard reporting has been put together and will start to be used at leadership meetings- enabling swift decision making	Paul Dodson		26/02/2021	This has been operationally in place since October 2020. Exceptions to be reported to PGA committee quarterly starting in January 2021
Overall PMO reporting and lessons learned utilised at extended leadership team and to inform future budget considerations	Paul Dodson	Ongoing		ELT holding a monthly PMO review meeting to challenge and build this in since May 2020
A review of the Corporate Risk Register, to map Risk Management to the corporate outcome delivery	Cheryl Hughes	Ongoing	15/02/2021	CRR has been more regularly reviewed and challenged as part of the covid response, but we will also complete an exercise to update this and align to the revised Corporate Plan that comes forwards
Plan the internal audit programme according to the weaknesses in outcome delivery	Chris Leslie	Ongoing	31/03/2021	Meeting between Internal Audit, Director of Resources and the Programmes, Performance and Governance Manager on 10th December to review the risk register and performance monitoring. From the meeting a draft audit plan will be prepared for discussion with officers before being presented to Committee. The 2020/21 audit plan has been agreed by Committee. The draft 2021/22 plan will be presented to Committee in the new year capturing areas of weakness in outcomes.
Monitor and improve commercial income delivery, and tracking the benefits of the Transformation programme	Steven Butcher	Ongoing		Commercial projects are updated to the Corporate Project Board monthly, and Commercial income is included in the Corporate Balance Scorecard since October 2020
Review our Audit committee arrangements in light of the Redmond review (i.e Performance, Governance and Audit committee)	Cheryl Hughes	Ongoing	30/01/2021	Initial suggestions were discussed with the CGWG, but this will be developed further and brought back when the full review details and suggestions are released by CIPFA (expecting this early 2021)

Title	Owner	Status	Target Completion	Commentary
Analyse our preparedness for the CIPFA financial management code and put necessary measures in place for 2021 https://www.cipfa.org/policy-and-guidance/publications/f/financial-management-code	Annette Cardy	Completed	31/03/2021	Audit Nov 2020 completed and reported assurance level of substantial on our controls and on our effectiveness to deliver these - report will be listed for the next PGA
Public involvement and budget consultation as part of our Annual Strategic Cycle	Chris Leslie	Ongoing	31/12/2021	An online survey tool has been identified to deliver the budget consultation next year. This will be built into the budget setting time table.
Peer review of our scrutiny arrangements	Cheryl Hughes		30/01/2021	O&S committee in November will consider a methodology approach to future work planning, the results of this discussion will then shape planning for the peer review. Corporate Governance Audit did highlight the need for a clearer remit and training for the committee
Governance internal audit actions	Cheryl Hughes	Completed	31/12/2020	Audit produced a moderate assurance and identified actions, the majority of which were already in progress and identified by officers. This is now tracked in the overall audit reporting
Further roll out of risk management training	Cheryl Hughes	Ongoing	22/01/2021	Officer training is planned for January 2021
Monitor the impact of the COVID crisis on the governance arrangements	Paul Dodson	Ongoing		The impact of Covid and our recovery plan is included in the draft Audit plan for 2021/22

3.5 As this is the first report of Annual Governance Statement Actions, members are invited to feedback on the information provided and how this is presented to the Committee in future.

4. CONCLUSION

4.1 The information provided gives progress updates against the key actions defined in the 19/20 Annual Governance Statement.

5. IMPACT ON STRATEGIC THEMES

5.1 Good governance will enable delivery of strategic priorities going forwards.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (NA).
- (ii) **Impact on Equalities** – NA
- (iii) **Impact on Risk** – good governance will help minimise our corporate risk for the future
- (iv) **Impact on Resources (financial)** – the monitoring and delivery of this item is provided with existing resources
- (v) **Impact on Resources (human)** – the monitoring and delivery of this item is provided with existing resources
- (vi) **Impact on the Environment** – NA
- (vii) **Impact on Strengthening Communities** - NA

Background Papers: 2019/20 Annual Governance Statement

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