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14 April 2010

S U M M O N S

MEETING: Standards and Governance Committee
DATE: 22 April 2010
TIME: 6.00 p.m.
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Chris Wrein

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE COMMITTEE

Mr R V Perry
(Independent Member)
(Chairman)

Mr G A Lidgley
(Independent Member)
(Vice-Chairman)

Councillor Burgess
Councillor Cully
Councillor Forder

Councillor Gill
Councillor Kimber
Councillor Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (single continuous sound) being activated, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Committee wishes to speak at the meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

RECOMMENDED
MINUTE
FORMAT

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES

To approve as a correct record the Minutes of the Committee meeting held on 18 March 2010 (copy attached)

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Committee is required to receive a deputation(s) on a matter which is before the meeting of the Committee provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday, 20 April 2010. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Committee is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Committee provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday, 20 April 2010).

6. INDUCTION AND TRAINING FOR MEMBERS FOR 2010/2011

Part II

To advise the Committee of the proposals for Induction and Training for Members for 2010/2011. (Report attached)

Contact Officer:
Linda Edwards
Ext 5400

7. DRAFT ANNUAL GOVERNANCE STATEMENT 2009/10

Part II

To bring to the attention of the Committee the current draft Annual Governance Statement (AGS) that will be presented to June Policy & Organisation Board in conjunction with the Council's Annual Accounts for 2009/10. (Report attached)

Contact Officer:
Chris Davis
Ext 5306

8. STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN

Part II

Workplan attached.

Contact Officer:
Linda Edwards
Ext 5400

Standards and Governance Committee
22 April 2010

9. ANY OTHER ITEMS

-which by reason of special circumstances the Chairman considers should be considered as a matter of urgency

AGENDA ITEM NO. 6

Board/Committee:	Standards & Governance Committee
Date of Meeting:	22 April 2010
Title:	Induction and Training for Members for 2010/2011
Author:	Borough Solicitor
Status:	For Decision

Purpose

To advise the Committee of the proposals for Induction and Training for Members for 2010/2011.

Recommendation

That the Committee approve the proposals set out in Section 2 and the recommendation in Section 3 of this report.

1.0 Background

- 1.1 The Standards and Governance Committee considered a report from Overview and Scrutiny Committee regarding the induction and training of new Councillors on 30 October 2008.
- 1.2 On 6 May this year there are Borough Council elections so, in addition to the annual training programme for Members, there is a programme of induction events for new Members which reflect the recommendations agreed in October 2008.

2.0 Report

- 2.1 When the result is declared, the successful candidate is given an information sheet to enable them to complete the legal formalities necessary to take up their role as a Councillor. This relates to signing the acceptance of office, agreeing to comply with the Code of Conduct and completion of the Register of Financial Interests. In addition, following the previous report, details of who to contact regarding IT will also be provided.
- 2.2 It is important that these legal procedures are undertaken as soon as possible as there are strict time limits for when they have to be completed and if, for example, the acceptance of office is not signed within 28 days the Member cannot take up the position of Councillor and the seat would be declared vacant and a by election held.
- 2.3 After signing the acceptance of office the Member will then be given part 2 of the Member Induction Pack which contains details of the Management Structure, contact details for Chief Officers, who to go

to for Member services, training events and an invitation to visit Streetscene.

- 2.4 The Members Information Pack previously available as soft copy only will now be offered as a hard copy on request.
- 2.5 In the first week, all newly elected Members will be invited to an induction briefing given by the Council's Statutory Officers. Before the Annual Council Meeting the Borough Solicitor will provide a separate briefing in the Council chamber on the Constitution and, in particular, Business Standing Orders. Members will be invited to meet all the Chief Officers before the Annual Council meeting.
- 2.6 There will then be a series of separate training events in the first cycle of meetings covering the Code of Conduct, Planning and Licensing. There will also be training events throughout the year dealing with such matters as financial awareness, governance and partnership working and community leadership. In addition, briefing notes will be provided on matters such as Audit, Whistleblowing, Decision Making and the Council as an Employer.
- 2.7 Throughout the year the fortnightly Members Information Bulletin (MIB) is used to update members on the work of the Council, new matters in relation to the Code of Conduct and research and consultation papers from for example LGA, LGO and IdEA.

3.0 Recommendation from the Adjudication Panel for England

- 3.1 At a recent hearing the APE made 2 recommendation with regard to Member training:
 1. That the Council consider keeping an up to date register of Members attending training on the Code of Conduct.
It is recommended that Members attend all training events and not just on the Code of Conduct and sign the attendance book as they do when attending Board and Committee meetings. In addition it is recommended that a Training Record is kept for each Councillor. This record would be compiled by the Borough Solicitor.
 2. That the Council consider how it can ensure that all Members undertake training on the Code of Conduct.

I will be bringing a further report on this issue to the next Standards and Governance Committee.

4.0 Risk Assessment

- 4.1 Induction and a continuous programme of training is key to ensuring effective Councillors who are able to fulfil their Community Leadership role.

Financial Services comments:	
Legal Services comments:	Included in the report
Service Improvement Plan implications:	
Corporate Plan:	
Risk Assessment:	As in paragraph 3.1
Background papers:	Overview and Scrutiny Report 24 July 2008, Standards and Governance Report 30 October 2008
Appendices/Enclosures:	
Report author/ Lead Officer:	Linda Edwards 023 9254 5400

AGENDA ITEM NO. 7

Committee:	Standards & Governance Committee
Date of Meeting:	22 April 2010
Title:	Draft Annual Governance Statement 2009/10
Author:	Head of Internal Audit & Risk Assurance
Status:	FOR INFORMATION

Purpose

To bring to the attention of the Committee the current draft Annual Governance Statement (AGS) that will be presented to June Policy & Organisation Board in conjunction with the Council's Annual Accounts for 2009/10.

Recommendation

To agree the current draft AGS and for any amendments to be incorporated into the final version that Members of this Committee will be sent for information prior to the Board meeting in June 2010.

1 Background

- 1.1 Information to support the statement is still being collated. Senior Managers are providing evidence to support this statement. The deadline for this information is the 30th April 2010 and the final amendments to the statement will then be made.

2 Report

- 2.1 See attached Appendix 1: Draft Annual Governance Statement 2009/10

3 Risk Assessment

- 3.1 The report has a minimal direct impact on the overall risk of the Council.

4 Conclusion

- 4.1 The latest version of the AGS will be circulated to all Members of this Committee for final comment on or before the 21st May 2010.

Financial Services comments:	Nil
Legal Services comments:	Nil.
Service Improvement Plan implications:	The statement supports the statutory accounts of the Council and is the means to communicate to all stakeholders its overall governance arrangements for 2009/10.
Corporate Plan:	Supports the pursuit of excellence and the overall priorities of the Council.
Risk Assessment:	See Section 3
Background papers:	Nil
Appendices:	1. Draft Annual Governance Statement 2009/10
Report author/ Lead Officer:	Chris Davis 023 9254 5306

GOSPORT BOROUGH COUNCIL

DRAFT ANNUAL GOVERNANCE STATEMENT 2009/10

Scope of responsibility

Gosport Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and is used economically, efficiently and effectively. Gosport Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Gosport Borough council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Gosport Borough Council has completed the Corporate Governance Compliance Checklist which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government.

This statement explains how Gosport Borough Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Gosport Borough Council's policies, aims and objectives to evaluate the likelihood of those risks being realised

and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Gosport Borough Council for the date of approval of the 2009/10 Statement of Accounts.

The governance framework

Our governance framework derives from six core principles identified in a 2004 publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services - a commission set up by the Chartered Institute of Public Finance and Accountancy (CIPFA), and the Office of Public Management. The Commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA/SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007. The six core principles are:

1. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles;
3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
5. Developing the capacity and capability of members and officers to be effective; and
6. Engaging with local people and other stakeholders to ensure robust public accountability.

The key elements of each of these core principles are as follows:

Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.

The Sustainable Community Strategy sets out Gosport's 2026 Vision which has been developed in parallel with the Local Development Framework (which sets out future land use in the Borough).

The first stage in developing the Vision involved extensive data collection on a range of quality of life issues which provided a statistical picture of the Borough. This is the data baseline. The second stage involved a large-scale community consultation, 'Make your Mark', which allowed residents,

businesses and visitors to comment and prioritise the key issues. Over 1200 people took part in this highly successful participation event and the results were used to inform the Vision.

In addition to this key service providers were consulted and other consultation findings and local and regional plans and strategies were assessed. Drawing on the information obtained from the research and consultations Gosport's 2026 Vision was produced.

The Sustainable Community Strategy will be refreshed annually and fully reviewed every three to five years.

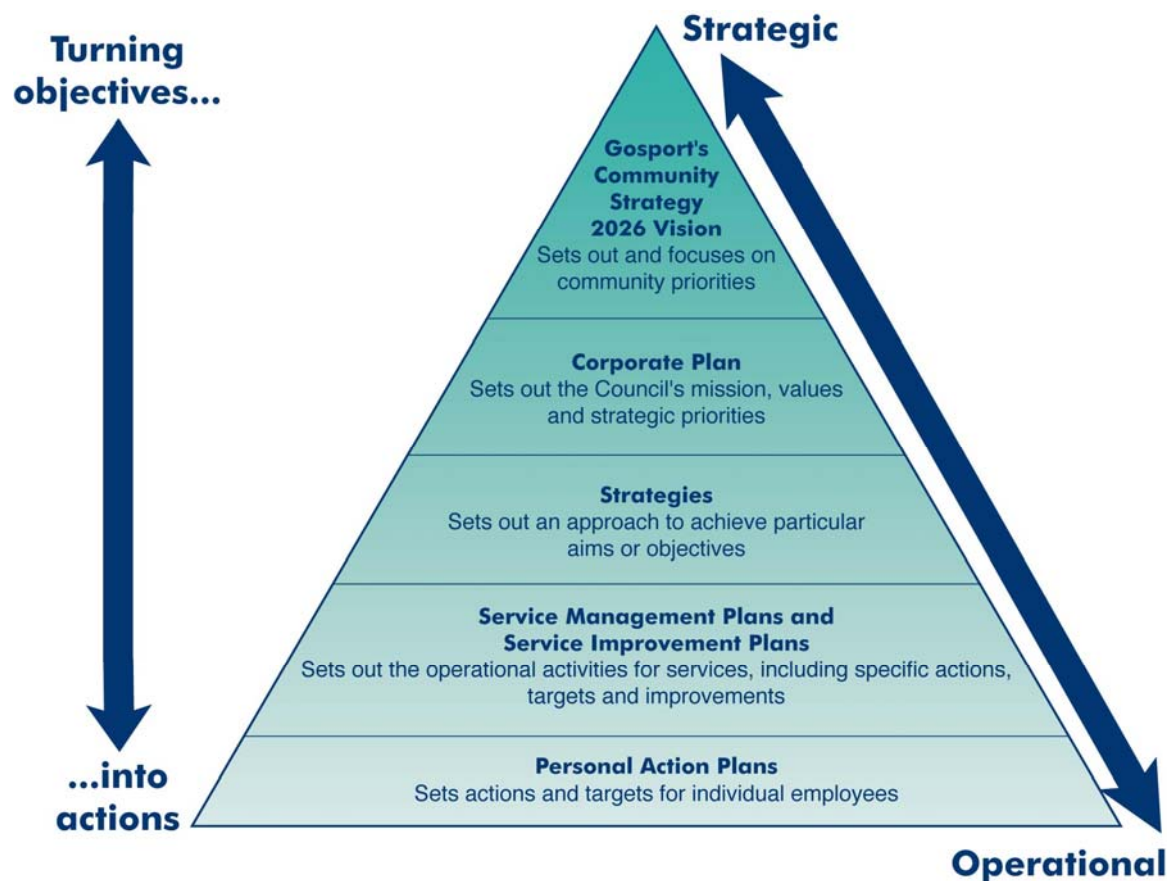
The Council's Corporate Plan sets out Gosport Borough Council's Mission and Values which will help us provide quality service delivery. The Corporate Plan also identifies the Council's strategic priorities (People, Places, Prosperity and Pursuit of Excellence), which are based on a combination of factors including what matters most to local people, national priorities set by the Government and the challenges from Gosport's changing social, economic and environmental context.

Much work has been completed around Climate Change and carbon reduction throughout the business and the signing of the Nottingham Declaration. This has culminated in a Climate Change Strategy being introduced.

The Council's mission is:

“To work with our community to improve everyone’s quality of life and deliver a sustainable future for the Borough.”

The diagram below sets out the various links in the process of establishing and monitoring the achievements of the Council's ambitions, and shows the links between the Community and Corporate Plan which then feed into, and are informed by, strategies, service management and service improvement plans and individual personal action plans:



The Council has a well established Performance Management Framework and will be further enhanced with the imminent roll out of new software to maintain this key information.

The Overview & Scrutiny Committee and Performance Sub Group monitor and scrutinise progress against targets and performance in priority areas effecting relevant service areas, and consider corrective action where necessary, on a quarterly basis.

The Council maintains an objective and professional relationship with external auditors and statutory inspectors, as evidenced by the Annual Audit Letter.

Through reviews by external auditors, external agencies, Internal Audit, and internal review teams (service efficiency reviews), the Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which it functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

The Council's Corporate Procurement Strategy, approved in August 2005, provides a consistent strategic framework within which to undertake and continuously develop procurement to deliver the Council's corporate objectives, to improve performance and deliver efficiencies. The Strategy encompasses the policy objectives of the National Procurement Strategy and

adapts and prioritises them to meet the Council's local context. The Strategy recognises that the Council cannot achieve its objectives alone and emphasises the need to work in collaboration with public, private, social enterprise and voluntary sector partners. A core theme throughout the Strategy is the Council's commitment to social, economic and environmental sustainability. This strategy has been updated in 2009/10.

The Council reviewed its Financial Regulations in 2006. These Regulations are planned to be updated in 2010/11.

Risk Management is monitored by the Corporate Risk Management Group, which meets approximately every six weeks. The Group reviews risk arrangements and advises Management Team on risk issues within the Council and on existing and planned risk controls.

Risks are reported by use of risk registers. Each section is required to update its own register. These registers will be further enhanced with the roll out of the "risk module" as part of the new performance management software in 2010/11. In addition, the Council's high level risks have been captured and agreed within the strategic risk register (March 10) which has been agreed by CMT and Members in 2009/10. This will be reviewed quarterly by the Corporate Risk Management Group.

Members and Officers working together to achieve a common purpose with clearly defined functions and roles

The Constitution sets out how the Borough Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. The introduction of the Local Government Act 2000 made it the duty of every Council to review their political management structures. As part of the review Councils were required to consider the type of structure to be adopted and were given a choice of four models from which to choose. Councils with a population of less than 85,000 were offered the opportunity to adopt 'alternative arrangements' or what is sometimes referred to as the 'fourth option', and this is the option that was approved by Gosport Borough Council in 2000.

The option to employ 'alternative arrangements' allows the Council to retain a Committee structure for making decisions but together with a system that allows other Councillors to scrutinise decisions that have been made. Members of the Policy and Organisation Board are disqualified from membership of the twelve strong Overview and Scrutiny Committee. There are six meetings of the Overview and Scrutiny Committee each year.

Executive decisions are made by Boards and Sub-Boards of the Council with the following having the responsibility for the majority of decision making:

Council
Policy and Organisation Board
Community and Environment Board
Housing Board
Regulatory Board
Licensing Board

As the Regulatory Board deals only with planning applications and the Licensing Board with Licensing matters the law does not allow their work to be scrutinised by other Councillors. This is because the decisions made by these Boards are already subject to an appeal process, either through an independent inspector or the courts.

In addition to the Boards, there is also a Standards and Governance Committee in place to promote and maintain the highest standards of conduct by members and officers of the Council. The Committee comprises six Councillors and two Independent Members. Additionally, from May 2008 the Standards and Governance Committee is required to deal with complaints made about the conduct of Councillors as the majority of these cases will, from that point, be determined locally.

Officers give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have specific duties to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationship between officers and members of the Council. In certain circumstances, senior and other officers of the Council can make decisions under delegated authority, as detailed in the Borough's constitution.

The Council Management Team (CMT) meet weekly to develop policy and strategic issues commensurate with the Council's aims, objectives and priorities. CMT also considers other internal control issues, including risk management, performance management, compliances, efficiency and financial management. Three CMT sub-groups, Performance, Organisation and Resources, are in place to consider specific areas of work. The Leader and Deputy Leader of the Council hold twice-weekly meetings with the Chief Executive Officer to review progress in achieving the Council's objectives, priorities for action, performance management and forward planning for major issues.

Pre-Agenda meetings are held for the three operational Boards, Policy and Organisation, Housing and Community and Environment two weeks before the meeting of the Board. The Chairman of the Board will be present at Pre-Agenda meetings along with relevant officers of the Council. At the Pre-Agenda meeting the Chairman will consider a list of items that it has been proposed to take forward to the Board meeting and will make a decision on whether each item in his opinion should be placed on the final Agenda, decided under the delegated powers approved by Council or referred to the Overview and Scrutiny Committee. Following such Pre-Agenda meetings all Members of the Council are furnished with a Key Decision List of items

allowing four working days from publication to call in an item for scrutiny. Informal briefings are also held for the Chairmen of the Regulatory Board and Licensing Board shortly before the Board meeting.

Information that would be of benefit to other members of the Council staff is disseminated through regular meetings between Line Managers and the relevant Unit manager, and then through to the rest of the unit via monthly section meetings.

The Council has also adopted a number of codes and protocols that will govern both member and officer activities. These include:

- Code of Conduct for Members of Gosport Borough Council
- Code of Conduct for the Guidance of Employees
- Code of Conduct for Councillors in the Regulatory Process
- Protocol for Councillor/Officer Relationships
- Anti-Fraud and Corruption Policy
- Whistle Blowing Policy
- Protocol on Principles of Scrutiny

Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

It is the shared responsibility of the Chief Officers, primarily the Monitoring Officer (the Borough Solicitor) and Chief Executive Officer, and the Personnel section to ensure compliance with established policies, procedures, laws and regulations. Issues of conduct and governance must often be considered by the Standards and Governance Committee, in which case a report and recommendations are prepared by the Monitoring Officer. All posts within the authority have a detailed job specification and training needs are identified on an on-going basis and also through the six-monthly Appraisal and Personal Development Scheme.

The Council has achieved re-accreditation under the Investors in People Standard, which is a quality framework to ensure that the Council's employees have the right knowledge, skills and motivation to work effectively.

The Environmental Health Unit has achieved accreditation under the Charter Mark standards, which is the Government's national standard for excellence in customer service.

The financial management of the Authority is conducted in accordance with the financial rules set out in the Constitution and underpinned with Financial Regulations. The Council has designated the Deputy Chief Executive and Borough Treasurer as Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.

The Council operates an Internal Audit section, which operates to the standards set out in the 'Code of Practice for Internal Audit in Local Government in the UK'. However, this section now operates under a partnership arrangement with Eastleigh Borough Council.

Service Improvement Plans and Service Management Plans are regularly updated by Unit and Line Managers and are a standing item on monthly team meetings. These plans incorporate Corporate Plan requirements into service activities, so that services know what they are required to do to achieve the Council's priorities and ambitions.

Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

As the Council chose to adopt 'alternative arrangements' following publication of the Local Government Act 2000, a Board/Committee structure is in place and each party is represented proportionally on each Board and Committee according to the number of seats held. Consequently the Council enjoys a high level of transparency when it comes to decision making and any Member of the Council is afforded the right to sit on the main Boards if they are nominated for such a position at the commencement of the Municipal Year.

The Overview and Scrutiny Committee will accept and investigate formal requests for scrutiny and receive selected policies and strategies for review throughout the year.

The Standards and Governance Committee promotes, monitors and enforces probity and high ethical standards amongst the Members, as well as providing a vessel for Audit and Risk issues to be considered.

Developing the capacity and capability of members and officers to be effective

A designated Members' Portal covering a wide range of useful materials and guidance information is available for Members and staff to view on the intranet system. This resource enables the Council to better provide for Members the opportunity to locate important stored information and data. Within the Portal is the Members' Information Pack which provides Members with detailed corporate, strategic and financial information as well as relevant policies and other useful information such as floor plans and complaints guidance.

New Members are provided with an induction training programme to prepare them for their new role, commencing with an induction evening hosted by the Chief Executive, Borough Solicitor and Borough Treasurer that covers topics such as the role of the councillor, finance, standards, code of conduct and major projects. A rolling programme of topical briefings such as those on economic prosperity, crime reduction, local government finance and making decisions on planning and licensing issues are held throughout the year to correlate with the Board cycle.

There is a wide range of further training opportunities available to Members to increase their knowledge base from skills development (e.g. chairing skills, dealing with challenging people and media and image) to need-to-know

subjects (e.g. Code of Conduct, planning issues and scrutiny) detailed in the 'Training Opportunities for Members' booklet within the Members Information Pack.

Engaging with local people and other stakeholders to ensure robust public accountability

Local government is accountable in a number of ways. Elected local authority members are democratically accountable to their local area and this gives them a clear leadership role in building sustainable communities. All members must account to their communities for the decisions they have taken and the rationale behind those decisions. All authorities are subject to external review through the external audit of their financial statements. They are required to publish their financial statements and are encouraged to prepare an annual report. Many are subject to national standards and targets. Their budgets are effectively subject to significant influence and overview by government, which has powers to intervene. Both members and officers are subject to codes of conduct. Additionally, where maladministration may have occurred, an aggrieved person may appeal either through their local councillor or directly to the ombudsmen.

Review of effectiveness

Gosport Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the effectiveness of the governance framework includes:

1. The Borough Solicitor (the "Monitoring Officer") has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution regularly to incorporate any necessary changes.
2. The Council has an Overview and Scrutiny Committee. They can establish sub-groups, which can look at particular issues in depth, taking evidence from internal and external sources, before making recommendations to the Board/Council.
3. Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control. A risk model is used to formulate a three-year plan, and from which the annual workload is identified. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant service manager. The report includes

recommendations for improvements that are included within an action plan (and regarded as critical, essential, important & advisory) and requires agreement or rejection by service managers. The process includes follow-up reviews of recommendations to ensure that they are acted upon, usually within six months.

4. Submission of Annual Assurance Statements from all Service Unit Managers in support of this Statement.

The Standards & Governance Committee also received Internal Audit monitoring reports on a quarterly basis throughout 2009/10.

Internal Audit reviews and computer-based assignments had been undertaken in accordance with the risk index previously agreed with Members and the Council's external auditors.

Significant governance issues

The following governance issues were identified during 2009/10 as a result of the review of arrangements and by the work of external and internal audit.

NO	ISSUE	ACTION/PROGRESS TO DATE
1	Closely monitor the repairs contract budget.	Increased information and systems in place to ensure contract is financially controlled (This area has improved through the introduction of a robust control environment).
2	Homelessness debt management.	Working group established to streamline the process and reduce the level of arrears.
3	Accounting reconciliations require evidence of review.	Evidence to be retained on file (COMPLETED)
4	Review the current procurement strategy and contract standing orders.	Will be updated in 2009/10 (COMPLETED)
5	Improve the risk management arrangements throughout the Council.	Ensure adequate resource is provided to support this key business process.
6	Enhance governance arrangements in the Councils strategic partnership arrangements	Run workshops and perform risk assessments with all stakeholders to determine the strength of the governance

		arrangements and make improvements where necessary.
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We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed

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Leader of the Council

Chief Executive

AGENDA ITEM NO. 8

STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN
AS AT 22 APRIL 2010

Work Area	Report To Committee	Lead Officer
New Member Induction	22 Apr 10	Linda Edwards
Draft AGS 2009/10	22 Apr 10	Chris Davis
Member Training	15 Jul 10	Linda Edwards
Annual Audit Report 2009/10	15 Jul 10	Chris Davis
Member/Officer Protocol	15 Jul 10	Linda Edwards
Fraud & Corruption Strategy update	15 Jul 10	Linda Edwards/ Chris Davis
Review of Contract Standing Orders	15 Jul 10	Chris Davis
Use of Resources Update	15 Jul 10	Peter Wilson
Training on Gypsy and Traveller Community	15 Jul 10	
Annual Complaints Monitoring Report	15 July 10	Ken Lucking