



## **AUDIT – 10TH DECEMBER 2014**

**SUBJECT: ANNUAL GOVERNANCE STATEMENT REVIEW**

**REPORT BY: INTERNAL AUDIT SERVICES MANAGER**

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### **1. PURPOSE OF REPORT**

- 1.1 To inform members of progress made in dealing with the areas for improvement identified during the 2013/2014 process.

### **2. SUMMARY**

- 2.1 As part of the 2013/14 Annual Governance Statement process three areas were identified as requiring improvement. Subsequently an action plan was compiled to deliver the identified improvements and this report sets out the progress to date.

### **3. THE REPORT**

- 3.1 As part of the 2013/14 Annual Governance Statement process the following three areas were identified as requiring improvement, the Council's business continuity arrangements, the interim management arrangements and the timeliness of responses to Freedom of Information and Environmental Information Regulations requests.
- 3.2 To assist with the improvement process and to allow for the monitoring of progress the Annual Governance Review panel has compiled an action plan. Following updates from the responsible staff at panel meetings the action plan is used to determine progress and to focus on outstanding issues.
- 3.3 The latest updated version of the action plan following the Review Panel meeting in November is attached at Appendix 1

### **4. FINANCIAL IMPLICATIONS**

- 4.1 None.

### **5. PERSONNEL IMPLICATIONS**

- 5.1 None

### **6. RECOMMENDATIONS**

- 6.1 Members are asked to note the use of the action plan and the progress made to date to address the issues previously identified within the 2013/14 Annual Governance Statement.

## **7. REASONS FOR THE RECOMMENDATIONS**

- 7.1 To ensure that members are aware of the progress made in addressing the issues that were highlighted in last year's Annual Governance Statement.

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Mrs N Scammell Acting Director of Corporate Services & Section 151 Officer

Appendices:

Appendix 1 Annual Governance Statement – Action Plan