

Report of	Meeting	Date
Head of Governance	Governance Committee	11 March 2015

ANNUAL GOVERNANCE STATEMENT 2014 – PROGRESS REPORT

PURPOSE OF REPORT

1. This report updates members on the progress made in implementing the Council's Annual Governance Statement which provides for improvements to the Council's Governance arrangements.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. In June 2014, this Committee approved the Council's Annual Governance Statement. This provided a number of pieces of work which if implemented would enhance the Council's Governance arrangements.
4. Attached to this report is the Statement and a position statement for each project.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

6. In accordance with statutory requirements, the Council published our Annual Governance Statement which was prepared and adopted having had reference to a review of the effectiveness of the existing systems of Governance. The Statement made a number of recommendations which would enhance these systems and which were adopted for implementation by this Committee in June 2014.

PROGRESS OF IMPLEMENTATION OF RECOMMENDATIONS

7. The purpose of this report is to provide an overview of progress and rather than go through each project in detail they will be addressed by exemption.

8. There are currently 2 action points which are Red. The first relates to clear document retention guidelines. The action has been postponed pending the updating of the Council's Microsoft software packages in particularly MyShare which is the council's document management system. The software updates are likely to take place during the financial year 2015/16 and this issue will be revisited. There is guidance on the Loop which is fit for purpose.
9. The second action point marked red is to review the consistency and compliance with the council's Equality Scheme. Due to capacity issues this piece of work has slipped. However there continues to be support provided to services to embed the Equality Scheme in particular in relation to addressing when the need of an equality impact assessment is required and assisting in the undertaking of any assessments required.
10. There are 2 action points which are listed as Amber. These relate to updating the Council's Disaster Recovery Plan and the second the updating of the council's Whistleblowing Policy. In both matters the amber allocation is due to slippages from the timetable. In both action points however the work is substantially complete and the risk implications for these delays are low for the council.
11. The remaining action points are completed or green.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. None

COMMENTS OF THE MONITORING OFFICER

14. None

Chris Moister
Head of Governance

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister	5160	3 March 2015	