

CORPORATE GOVERNANCE WORK PLAN 2009/10

Appendix

Month		Update Audit and Governance Policies, Strategies, Procedures, Codes of Practice, Explanatory Leaflets etc		Partnership Mapping and partnership corporate governance arrangements (but see note on reverse) ⁴	Annual Governance Statement 2008/09 ⁵	Key Lines of Enquiry 2008/09 - Use of Resources KLoEs and Corporate Governance KLoEs ⁶	Corporate Risk Management - System Procurement and implementation, data transfer and cleansing		Ongoing Management of staff resources, workloads and plans of the Internal Audit Section ¹⁰
2009									
April									
May	A & G & CRMG Committee Reports ¹		NFI ³					Data Quality Initiatives – BVPI and NI checking ⁸	
June		Ongoing throughout the year. ²							
July									
August	A & G & CRMG Committee Reports ¹				Review of AGS Action Plan and prepare for A & G Committee		CRM System Administration and System Review.		
September							Preparing reports for staff, members, CRMG and A & G Committee when requested. ⁷	Audit & Governance Training for council staff and members ⁹	
October									
November	A & G & CRMG Committee Reports ¹								
December									
2010									
January	A & G Committee Reports ¹								
February	A & G & CRMG Committee Reports ¹				Annual Governance Statement 2009/10 ⁵				
March									

Completed
 On going
 delayed

Notes to the Corporate Governance Plan

¹ Audit & Governance Committee – this Committee meets 5 times, it is supplemented by an Audit & Governance Committee Agenda, which prompts for different reports from the various officers (both internal and external) who report to it. The Committee requires regular updates on progress of internal audit and corporate governance work together with action plans relating to the Annual Governance Statement, Key Audit Findings and Risks and Computer Audit Monitoring. The Corporate Risk Management Group meets quarterly and is supplemented by a Committee Agenda which prompts for different reports relating to CRM.

² Policies, procedures and Codes – the IA and Governance section take responsibility for many financial and ethical policies and codes, these need to be reviewed on an annual basis and updated where applicable. Policies include the Code of Corporate Governance, Anti-Fraud, Theft and Corruption Policy, Disposal Policy, Guide to Corporate Risk Management, Guide to Internal Audit and the Audit Charter.

³ NFI – National Fraud Initiative, the Audit & Governance Manager is the key contact and co-ordinating officer and deals with incoming and outgoing queries, investigates cases of potential fraud relating to council staff, co-ordinates investigations by other sections and/or directorates and ensures the Audit Commission's database is updated by nationally agreed deadlines.

⁴ Partnership Mapping – The council's partnerships are required to be mapped and assessed to establish whether or not they include adequate corporate governance arrangements, a risk assessment is also undertaken and an action plan detailing recommendations is produced. This work is essential criteria under our Use of Resources assessments. Until the resource issue within the section is resolved it is not possible to be clear about target or completion dates.

⁵ Annual Governance Statement - Accompanies the council's financial statements and is signed off by the Chief Executive and the Leader of the Council, reviewed by the External Auditors and complements the council's corporate governance arrangements. The Audit and Governance Committee keep the Governance Statement Action Plan under review.

⁶ Key Lines of Enquiry 2008/09 - this includes the 'harder test' KLoEs under Use of Resources and the KLoEs relating to Corporate Governance. Both sets of KLoEs are required to be completed for the Annual Governance Statement (item 5 above). Key Lines of Enquiry are reviewed by the External Auditors and support the council's rating under CAA.

⁷ Corporate Risk Management is to be re-launched within the council with the procurement and implementation of a new Corporate Risk Management System and a new work process whereby Heads of Service are responsible for updating the Corporate Risk Register. The Audit & Governance Manager is the council's key contact for Corporate Risk Management and works with members and staff to ensure the council's risks are identified and mitigated as far as possible. The Audit & Governance Manager will remain the systems administrator for the Risk Register.

⁸ Co-ordinate the review of the council's National Indicators and prepare supplementary reports to council staff and members.

⁹ Audit & Governance Training

¹⁰ Ongoing Management of the Internal Audit Section – management of staff, systems, workloads, plans, procedures etc pertaining to the internal audit service.