

## PLYMOUTH CITY COUNCIL

<b>Subject:</b>	Annual Governance Statement 2013/14
<b>Committee:</b>	Audit Committee
<b>Date:</b>	26 June 2014
<b>Cabinet Member:</b>	Councillor Lowry
<b>CMT Member:</b>	David Trussler (Interim Director for Corporate Services)
<b>Author:</b>	Mike Hocking, Head of Corporate Risk and Insurance
<b>Contact details</b>	Tel: 01752 304967 email: mike.hocking@plymouth.gov.uk
<b>Ref:</b>	CRM/MJH
<b>Key Decision:</b>	No
<b>Part:</b>	I

---

### **Purpose of the report:**

Regulation 4(3) of the Accounts and Audit (England) Regulations 2011 requires all relevant bodies to Prepare an Annual Governance Statement (AGS).

The purpose of the AGS is to provide evidence of a continuous review of the Council's internal control and risk management processes, to provide assurance as to their effectiveness and to identify actions being taken or planned to address any key weaknesses identified.

The Accounts and Audit (Amendment) (England) Regulations 2006 also introduced a requirement to include an annual review of the effectiveness of the internal audit system.

The 2011/12 Code of Practice on Local Authority Accounting also now requires that, within the AGS, there should be a statement on whether the Authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

This report outlines the process followed in order to produce the AGS for 2013/14 and recommends approval of the Statement prior to signature by the Leader, the Chief Executive and the Director for Corporate Services.

The report also provides an opinion on the effectiveness of the internal audit system for the same period.

The proposed Statement for 2013/14 is attached to the report.

---

### **The Brilliant Co-operative Council Corporate Plan 2013/14 – 2016/17:**

Maintaining sound systems of internal control and risk management enables the Council to monitor and review the key risks that may prevent it from achieving its corporate and service objectives.

---

### **Implications for Medium Term Financial Plan and Resource Implications:**

AGS Committee Report 20140521

**Including finance, human, IT and land**

None arising specifically from this report.

**Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:**

The Risk and Opportunity Management Strategy specifically supports the processes which underpin the production of the Annual Governance Statement.

**Equality and Diversity**

Has an Equality Impact Assessment been undertaken? No.

**Recommendations and Reasons for recommended action:**

The Audit Committee is recommended to:

- a) Note the processes adopted for the production of the 2013/14 Annual Governance Statement.
- b) Endorse the adequacy and effectiveness of the system of internal audit.
- c) Approve the Annual Governance Statement prior to signature by the Leader, Chief Executive and Director for Corporate Services.

**Alternative options considered and rejected:**

Not Applicable.

**Published work / information:**

**Background papers:**

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

**Sign off:**

Fin	Djn13 14.06	Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member													
Has the Cabinet Member(s) agreed the contents of the report? Yes.													

## **1.0 Introduction**

This report outlines the background to the statutory requirement to produce an Annual Governance Statement (AGS) and describes the process followed in producing the AGS for 2013/14 for publication with the Annual Statement of Accounts.

## **2.0 The Council's Statutory Responsibility**

- 2.1** Regulation 4(3) of the Accounts and Audit (England) Regulations 2011 requires all relevant bodies to prepare an Annual Governance Statement.
- 2.2** There is also a requirement under the Accounts and Audit (Amendment) (England) Regulations 2006 for the AGS to include a review of the effectiveness of the internal audit system.
- 2.3** The 2012/13 Code of Practice on Local Authority Accounting also requires that, within the AGS, there should be a statement on whether the Authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.
- 2.4** The purpose of the AGS process is to provide a continuous review of the effectiveness of an organisation's internal control and risk management, in order to give assurance as to their effectiveness and/or to produce a management action plan to address identified weaknesses in either process.
- 2.5** The AGS is required to be approved at a committee of the Council and this sits most comfortably with Audit Committee, as its terms of reference include both internal control and risk management.
- 2.6** The proposed Annual Governance Statement for 2013/14 is attached to this report.

## **3. Effective Review and the Control of Risk**

- 3.1** The statutory responsibility to publish an Annual Governance Statement requires the Council to review its key risks, and to identify and publish the actions that it intends taking to improve or resolve those risks.
- 3.2** These risks primarily relate to the achievement of the Council's core objectives and strategies and, therefore, the AGS provides an opportunity to formally review governance structures and processes that underpin their delivery.

## **4. Scope of the AGS**

- 4.1** The AGS spans the whole range of local authority activities and includes those controls designed to ensure:
  - The authority's policies are put into practice
  - The organisation's values are met
  - Laws and regulations are complied with
  - Required processes are adhered to
  - Financial statements and other published information are accurate and reliable
  - Governance arrangements are in place for significant partnerships

- Human resources and other resources are managed efficiently and effectively

**4.2** In establishing and defining the system of internal control the AGS provides a mechanism by which the authority can maintain, review and keep up to date its control environment. It links internal audit findings, external audit and inspection reports and the risk management process and provides an effective review of the Council's risk management and control mechanisms.

**4.3** The Council's control environment is managed through a number of core processes and procedures which are defined within the body of the AGS.

**4.4** The AGS has been compiled by carrying out an annual review of the control environment which has involved researching and formally recognising and recording the processes already in place across the Authority.

**4.5** Recognising that preparation of the AGS is a wide-ranging and corporate issue that should not be owned by any one department, a Working Group of key officers was established to oversee the process. This Group comprised:

- Head of Corporate Risk and Insurance
- Audit Manager, Devon Audit Partnership
- Head of Finance
- Senior Policy, Performance and Partnerships Adviser
- Head of Legal Services

**4.6** The Working Group is responsible for producing the AGS which is then approved by the Corporate Management Team and Cabinet Planning prior to ratification by the Audit Committee.

**4.7** The Council's external auditors will consider the arrangements in place to enable preparation of the AGS, including the degree to which the Council recognises and can demonstrate corporate ownership of its governance arrangements.

## **5. The Assurance Gathering process**

**5.1** Those with responsibility for signing the AGS need to feel confident that the information used to review the control environment is complete and accurate. The AGS is therefore required to be signed by the most senior officer and the most senior member (ie the Chief Executive and the Council Leader). It is also signed by the Interim Director for Corporate Services as the officer responsible for overseeing the production of the AGS.

**5.2** Although the production of the AGS is required by the Accounts and Audit Regulations, the responsibility for securing effective internal control does not rest solely with Finance staff.

**5.3** Preparation of the AGS has therefore involved a variety of people charged with delivering corporate governance:

- Directors, Heads of Service and managers assigned with the ownership of risk and the delivery of services
- The Chief Financial Officer who is responsible for the accounting control systems and records and the preparation of the statement of accounts.
- The Monitoring Officer in meeting his statutory responsibilities
- Elected Members (e.g. through Audit or Scrutiny Committees)

- Other responsible for providing assurance (e.g. Internal Audit and Risk Management)

**5.4** The primary source of information which informs the content of the AGS comes from Assurance Questionnaires completed by Directors, Head of Service and other senior managers covering key questions around the internal control and governance framework.

**5.5** When completing these questionnaires respondents are asked to review a number of sources where internal control/governance weaknesses may be identified:

- Risk identified in Strategic and Operational Risk Registers
- Issues arising from Internal Audit Reviews completed in 2013/14
- Issues arising from external inspections
- Audit Commission Annual Audit and Inspection Letter

## **6. Code of Corporate Governance Self-Assessment/Annual Review**

**6.1** In accordance with the CIPFA/SOLACE framework document Good Governance in Local Government, the Council has adopted a local Code of Corporate Governance which was approved by Audit Committee on 31 March 2008.

**6.2** The framework recommends that the Council carries out annually a self-assessment of the extent to which it complies with the six core principles of good governance set out in the Code.

**6.3** The AGS Working Group has carried out this annual review and is satisfied that the governance framework described more fully in the Governance Statement attached to this report satisfies the compliance requirements of the CIPFA/SOLACE model Code.

## **7. Review of Internal Audit System**

**7.1** Continuous review of the effectiveness of the Council's internal audit system is conducted by the Audit Committee whose terms of reference (paragraph 2.2) include, specifically, inter alia:

- To agree the annual Internal Audit Plan
- To monitor the progress and performance of Internal Audit
- To consider the Chief Auditor's annual report, and comment annually on the adequacy and effectiveness of internal control systems within the Council

**7.2** The Chief Auditor's annual report is being considered at the same time as this report and invites Members to endorse the adequacy and effectiveness of the system of internal audit for the year ending 31 March 2014.

**7.3** It is recommended that this endorsement forms part of the Annual Governance Statement for 2013/14.

## **8 Partnerships Governance**

**8.1** The Council has drawn up a register of partnerships which are assessed for significance.

**8.2** The most significant partnerships have their own risk registers and manage risk as a routine part of performance management.

## **9. Identifying control weakness significant for the purpose of the AGS**

**9.1** Whilst there is no absolute definition of the term, the following indicators (provided by CIPFA) have been used to help in considering whether or not an issue is significant enough to be reported on in the AGS:

- It seriously prejudices or prevents achievement of the principal objective of the authority;
- It has resulted in the need to seek additional funding to allow it to be resolved, or has resulted in significant diversion of resources from another aspect of the business;
- It has led to a material impact on the accounts
- The Audit Committee advises it should be considered significant for this purpose;
- The Head of Internal Audit reports on it as significant, for this purpose, in the annual opinion on the internal control environment;
- The issue, or its impact, has attracted significant public interest or has seriously damaged the reputation of the organisation;
- The issue has resulted in formal action being undertaken by the Chief Financial Officer and/or the Monitoring Officer

## **10 Conclusion**

**10.1** The attached AGS identifies the outcome of the review of the effectiveness of Plymouth City Council's governance arrangements, covering internal audit, internal control and risk management systems and also identified significant governance issues together with details of actions being taken to address them.