

DECISION-MAKER:		GOVERNANCE COMMITTEE	
SUBJECT:		ANNUAL GOVERNANCE STATEMENT	
DATE OF DECISION:		5 FEBRUARY 2013	
REPORT OF:		HEAD OF FINANCE AND IT	
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Peter Rogers	Tel: 023 8083 2835
	E-mail:	peter.rogers@southampton.gov.uk	
Director	Name:	Andy Lowe	Tel: 023 8083 2049
	E-mail:	andrew.lowe@southampton.gov.uk	

Comment [KT]: DECISION MAKER: enter the title of the decision-maker, or the decision-making Committee. If the decision-maker is an officer then you must enter their post title, e.g. 'HEAD OF HOUSING STRATEGY AND DEVELOPMENT'.

Comment [KT]: SUBJECT: this is the title of your report **NOTE:** the title should be meaningful and say what the report is about.

Comment [KT]: DATE OF DECISION: add the date in this style: 15 JULY 2010.

Comment [KT]: REPORT OF: This refers to who is leading on the decision frequently the relevant Head of Section/Division.

STATEMENT OF CONFIDENTIALITY
None

Comment [KT]: STATEMENT OF CONFIDENTIALITY: if your report is confidential you must add the relevant paragraph number(s) in the box below. If you are unsure as to which paragraph is applicable to your report,

BRIEF SUMMARY

The Annual Governance Statement ('AGS') is a key corporate document that is intended to provide an accurate representation of the corporate governance arrangements that were in place during the year and to highlight any significant gaps or areas where improvements are required. The production of an AGS is a mandatory requirement under Accounts and Audit (England) Regulations 2011.

Comment [KT]: BRIEF SUMMARY: provide a brief summary of what you are asking the decision-maker to do and why in PLAIN ENGLISH. This must be kept to a minimum (ideally one paragraph) **NOTE: from this**

RECOMMENDATIONS

The Governance Committee is asked to:

- (i) Note and approve the assurance gathering process to support the development of the 2012-13 Annual Governance Statement (Appendix 1); and
- (ii) Note the content of the AGS 2011-12 Action Plan - Status Report (Appendix 2).

Comment [KT]: RECOMMENDATIONS: recommendations must set out in full exactly what the decision-maker is being asked to do. It is not usually acceptable to refer to specific

REASONS FOR REPORT RECOMMENDATIONS

1. The Governance Committee has responsibility to provide independent assurance on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the Annual Governance Statement.
2. This responsibility extends to receiving, reviewing and approving the draft AGS prior to the document being signed by both the Chief Executive and Leader of the Council.

Comment [KT]: REASONS FOR REPORT RECOMMENDATIONS: set out full justification for why the recommendations should be approved. These should be an adequate reflection of the main

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. No alternative options have been considered

Comment [KT]: ALTERNATIVE OPTIONS CONSIDERED AND REJECTED: this should comprise a bullet point list of the main alternatives and a summary appraisal of why these are not recommended. **Each new**

DETAIL (Including consultation carried out)

4. Regulation 4(3) of the Accounts and Audit (England) Regulations 2011 requires that the relevant body must conduct a review at least once a year of the effectiveness of its system of internal control and to prepare a statement on internal control in accordance with proper practices.
5. The AGS, which is published with the statement of accounts, is intended to provide an accurate representation of the corporate governance arrangements in place during the year and to identify or highlight any significant gaps or areas where improvements are required.
6. The AGS is produced following a review of the Council's governance arrangements. The review requires the systems and processes that comprise the Council's Code of Corporate Governance to be brought together and reviewed.
7. An overall Assurance Framework document is completed and in addition, each Director is required to complete an 'Annual Governance - Self Assessment Statement'. Both the documents cover the key processes and systems that comprise the Council's governance arrangements and are intended to identify any areas where improvement or further development is required.
8. The 'assurance gathering process' is based on CIPFA /SOLACE guidance. No significant changes are proposed on the basis that that the current process is considered to be robust, noting that the Audit Commission's 'Annual Governance Report 2011-12' states that:
"I have reviewed the Annual Governance Statement and can confirm that:
 - it complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
 - it is consistent with other information that I am aware of from my audit of the financial statements".
9. The AGS is developed by a 'Controls Assurance Management Group' (including the Section 151 Officer, Chair of the Governance Committee, Monitoring Officer and Chief Internal Auditor) that has responsibility for evaluating assurances and supporting evidence and for drafting the AGS.
10. The draft AGS will be presented to the Governance Committee for review and approval prior to being forwarded to the Chief Executive and Leader of the Council for signing.

Comment [KT]: DETAIL: provide the decision-maker with all other relevant and supporting information he/she needs in order to make his/her decision, including the pros and cons of the proposal. **Each new paragraph must be numbered.**

Comment [KT]: RESOURCE IMPLICATIONS: address all resource implications arising out of the report proposals including how the proposals will be paid for and from what budget if appropriate in the following two paragraphs. **Each new paragraph must be numbered.**

Comment [KT]: CAPITAL/ REVENUE: address all capital and revenue financial arising out of the report proposals (whether in terms of expenditure or savings) including how the proposals will be paid for and from what budget if appropriate

Comment [KT]: PROPERTY IMPLICATIONS: a statement detailing what (if any) **property implications** arise with reference to the **Asset Management Plan** must be included as agreed with the **Property Services Asset Manager**.

RESOURCE IMPLICATIONS

Capital/Revenue

11. None

Property/Other

12. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

13. The Accounts and Audit (England) Regulations 2011 require the Council to adopt Good Governance arrangements in respect of the discharge of its functions. The above arrangements are intended to meet those responsibilities.

Other Legal Implications:

14. None

POLICY FRAMEWORK IMPLICATIONS

15. None

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED: None

SUPPORTING DOCUMENTATION

Appendices

1.	AGS 2012-13 – Process and timelines
2.	AGS 2011-12 Action Plan - Status Report

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	Yes/No
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1. None	

Comment [KT]: PROPERTY IMPLICATIONS: a statement detailing what (if any) **property implications** arise with reference to the **Asset Management Plan** must be included

Comment [KT]: LEGAL IMPLICATIONS: use the two sub headings below to set the **Statutory Powers to undertake the proposals in the report**. If you cannot identify

Comment [KT]: POLICY FRAMEWORK IMPLICATIONS: confirm that the proposals contained in the report are in accordance with the Council's Policy Framework Plans as

Comment [KT]: KEY DECISION: Key decisions are classified as having a significant financial impact of £500,000 or more (either incoming or outgoing) or to be significant in policy or

Comment [KT]: WARDS/COMMUNITIES AFFECTED: list the electoral wards affected by the proposal (e.g. Bargate Ward). If an identifiable community is

Comment [KT]: SUPPORTING DOCUMENTATION: the appendices, documents in Members' rooms and background documents headings **must** be completed. If there are none

Comment [KT]: APPENDICES: list all appendices relevant to the report in this section. If any appendix consists of 20 pages or more they should be listed and placed in the Members'

Comment [KT]: DOCUMENTS IN MEMBERS ROOMS: documents (including draft plans / strategies etc. for which you are seeking approval) may be placed in the Members'

Comment [KT]: INTERGRATED IMPACT ASSESSMENT (IIA): the social, economic and environmental impacts of all

Comment [KT]: OTHER BACKGROUND DOCUMENTS: provide the address where background papers are deposited/located that you have used

Comment [KT]: ADDRESS: Detail office address or website address were the document can be viewed.