

Division(s): All

AUDIT COMMITTEE – 16 NOVEMBER 2011

Annual Governance Statement Action Plan – Quarter 1 Progress

Report by the Monitoring Officer and Head of Law & Governance

INTRODUCTION

1. The 2010/11 Annual Governance Statement and action plan for 2011/12 was approved by the Audit Committee in July 2011. The action plan addresses areas that have been identified through the preparation of the Annual Governance Statement where the quality of governance could be improved, or where there are planned material changes to the governance arrangements. Progress against the action plan is monitored by the Corporate Governance Assurance Group (CGAG).

QUARTER 1 MONITORING

2. Progress in Quarter 1, 1 July to 30 September 2011, was reported to the CGAG on 14 September 2011 and is provided at Appendix 1.
3. Actions 1a and 1b have been carried forward from the 2010/11 action plan. The responsible officers for these actions attended the CGAG meeting on 14 September and assurance was given that these actions were on track for completion by their respective target dates. Confirmation of this will be sought at the end of November 2011.
4. Good progress has been reported by the Corporate Lead for Business Continuity against action 2 relating to the installation of generators at key sites to increase the resilience of the ICT infrastructure. It has since been confirmed that the generator was installed at County Hall on 17 September. Work began at Clarendon House on Monday 19 September and is scheduled for completion on 14 November.
5. Since progress against action 3 was reported to CGAG it has been confirmed by the Corporate Lead for Finance that corporate guidance for completion of the Scheme of Delegation has been completed and published on the intranet. In addition the standardised template has also been issued to directorates for completion. This action can therefore be recorded as completed.
6. CGAG were satisfied that progress has been made towards the completion of action 4. A further update to confirm the completion and approval of the SAP Security Standard and the availability of intranet forms and process documentation will be sought at the end November 2011.

7. The Corporate Lead for Health & Safety has been asked to attend the December meeting of CGAG for an officer challenge session. This will enable the members of CGAG to obtain an update on the revised Health and Safety framework and on further progress achieved at that date towards the completion of action 5.
8. Monitoring arrangements for further improvements identified in the Corporate Lead Statements but not included in the AGS action plan have been put in place. Corporate Leads are required to report progress against further improvements on a quarterly basis to CGAG. Any issues raised as a result of the monitoring will be reported to the Audit Working Group.

RECOMMENDATION

9. **The Committee is RECOMMENDED to note the report.**

PETER CLARK
Monitoring Officer and Head of Law & Governance

Background papers: None.
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