

DRAFT ANNUAL GOVERNANCE STATEMENT 2013/14

To: Audit and Accounts Committee

Date: 10th June 2014

From: Head of Internal Audit and Risk Management

Electoral Division(s): All

Forward Plan Ref: N/A Key decision: **No**

Purpose: This report presents the Annual Governance Statement (AGS) for 2013/14 for consideration by the Audit and Accounts Committee prior to sign off by the Chief Executive and the Chairman of the General Purposes Committee.

Recommendation: The Audit and Accounts Committee is requested to consider if the AGS is consistent with the Committee's own perspective on internal control within the Council and the definition of significant governance and control issues given in paragraph 3.2.

<i>Officer contact:</i>	
Name:	John Davies
Post:	Interim Audit Manager
Email:	John.davies@cambridgeshire.gov.uk
Tel:	01223 729085

1.0 PURPOSE

- 1.1 The Council is required to include an Annual Governance Statement (AGS) as part of the annual Statement of Accounts. The AGS summarises the extent to which the Council is complying with its Code of Corporate Governance and details, as appropriate, any significant actions needed to improve the governance arrangements in the year ahead. The statement will be signed by the Chief Executive and the Chairman of the General Purposes Committee.
- 1.2 The AGS is an important statutory requirement which enhances public reporting of governance matters. It should therefore be honest and open, favouring disclosure.
- 1.3 The draft AGS is presented to the Audit and Accounts Committee in order to ensure that it reasonably reflects the Committee's knowledge and experience of the Council's governance and control.

2.0 BACKGROUND

- 2.1 The draft AGS has been compiled by staff in Internal Audit and Risk Management based upon the following sources of evidence:
 - A review of the extent to which the Council has complied with each element of its Code of Corporate Governance;
 - The Council's Assurance Framework which summarises the findings of reports provided by internal and external assurance sources and the implications of these reports for the overall governance of the Council;
 - Self assurance statements prepared by directors;
 - The Head of Internal Audit's opinion on internal control on the Council's internal control environment, which will be formally reported to the Audit Committee in July 2014.

3.0 The Annual Governance Statement

- 3.1 The Statement is prepared in accordance with guidance from the Chartered Institute of Public Finance (CIPFA) and the Society of Local Authority Chief Executives (Solace). The key elements identified in the Statement are:
 - The Council's responsibilities for sound corporate governance
 - The purpose of the governance framework
 - Key aspects of the Council's framework
 - The results of the review of the effectiveness of the Council's governance arrangements during 2013/14 up to the point at which the Statement is formally signed by the Chief Executive and the Chairman of the General Purposes Committee
 - The identification of significant governance issues
 - Details of progress made in implementing actions detailed in the 2012/13 Annual Governance Statement

It is also normal practice for the Statement to identify significant actions the Council intends to take in enhancing its governance arrangements in the following year. However the AGS identifies that there are no significant governance issues requiring enhancement in 2014/15.

3.2 Guidance states that 'Significant Governance Issues' are those that:

- seriously prejudice or prevent achievement of a principal objective of the authority;
- have 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;
- have led to a material impact on the accounts;
- the audit committee advises should be considered significant for this purpose;
- the Head of Internal Audit reports on as significant in the annual opinion on the internal control environment;
- have attracted significant public interest or have seriously damaged the reputation of the organisation;
- have resulted in formal action being undertaken by the Chief Financial Officer and / or the Monitoring Officer.

3.3 The AGS confirms that actions contained within the 2012/13 statement have been appropriately addressed.

4.0 RECOMMENDATION

4.1 The Audit and Accounts Committee is requested to consider whether the draft AGS is consistent with the Committee's own perspective on internal control within the organisation and the definition of significant governance and control issues noted in paragraph 3.2 above;

Source Documents	Location
Director Assurance Statement Returns Assurance Framework The Code of Corporate Governance	Box SH1307 Shire Hall Castle Hill Cambridge CB3 0AP

ANNUAL GOVERNANCE STATEMENT

SCOPE OF RESPONSIBILITY

Cambridgeshire County Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which include arrangements for the management of risk.

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives and Senior Managers (Solace) Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website at

To be added

This statement explains how the Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2011, regulation 4(3), which requires all relevant bodies to prepare an annual governance statement.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The Governance Framework comprises the systems and processes, culture and values by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads its

communities. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The Governance Framework has been in place at the Council for the year ended 31 March 2014 and up to the date of approval of the annual report and statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements are:

- Members exercising strategic leadership by developing and keeping under review the Council's vision and priorities. These set out and communicate the Council's vision of its purpose and intended outcomes for citizens and service users;
- An established business planning process which ensures that services are delivered in accordance with the Council's objectives and represents the best use of resources;
- The measurement of performance in achieving objectives through the mechanisms of the Council's performance management system;

ANNUAL GOVERNANCE STATEMENT

- A written Constitution which specifies the roles and responsibilities of elected members and officers, with clear delegation arrangements and protocols for effective communication;
- Embedded Codes of Conduct which define the standards of behaviour for members and employees;
- Setting out within the Constitution, Schemes of Delegation to members and officers, Financial Procedure Rules and other supporting procedures of how decisions are taken and the processes and controls required to manage risk; and having in place arrangements to ensure these are reviewed regularly;
- An Audit and Accounts Committee which is responsible for independent assurance on the adequacy of the risk management framework and the associated control environment; the independent scrutiny of the Council's financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment; and for overseeing the financial reporting process;
- Statutory officers to support and monitor the Council's governance arrangements, ensuring compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful;
- Embedded arrangements for Whistleblowing and for receiving and investigating complaints from the public, supporting the measurement of the quality of services for users;
- A Listening and Involving strategy to ensure the Council consults with and engages the diverse communities of Cambridgeshire, allowing them to have a say in the planning and reviewing of the services provided for them.
- The County Council at its meeting of 21st May 2013 resolved to move from a Cabinet style of corporate governance to a committee based system of governance as a reflection that no one political party has a majority on the Council. The committee system of governance was developed following detailed discussions with members and key officers and through external scrutiny and was introduced in May 2014. The Council is confident that the new governance arrangements provide the Council with the high standards of Governance expected of a local authority. CIPFA/Solace guidance on governance recommends effective scrutiny of the decisions made by the Council. Under the committee system of governance, a separate scrutiny function is no longer necessary as decisions are being made by cross party committees.

REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its Corporate Governance Framework including the system of internal control. The review of effectiveness is informed by assurances from executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit and Risk Management's annual report, and also by comments made by external auditors and other review agencies and inspectorates.

The Governance Framework and its constituent elements have been developed by executive managers and consulted upon with all Members, the Audit and Accounts Committee and the Corporate Leadership Team, as appropriate. The Governance Framework links closely to the Assurance Framework, which brings together the work of both internal review mechanisms and external

ANNUAL GOVERNANCE STATEMENT

review agencies, and is reviewed bi-annually by the Audit and Accounts Committee.

The arrangements for reviewing the Governance Framework comprise:

- A review of the Governance Framework and Internal Control Environment in accordance with CIPFA guidance, carried out by Internal Audit annually. Within this, consideration has been given to ensuring 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 and the role of the Head of Internal Audit in Public Service Organisations.
- The annual report and opinion on the Internal Control environment prepared by the Head of Audit and Risk Management. This report draws upon the outcome of audit reviews undertaken throughout 2013/14 and is informed by the comments of external auditors and inspectors. The report is designed to provide assurance on the effectiveness of internal controls.
- The completion of self Assurance Statements by directors.
- The consideration of relevant outputs from Member and officer led reviews undertaken during the year, and the comments made by the external auditors and other review agencies and inspectorates.

The key aspects of the review of effectiveness are:

Council Planning

There is a clear vision of the outcomes which the Council wants to achieve for local people as set out in the Business Plan.

The Council operates a planning process which integrates all aspects of strategic, operational and financial planning which has the full involvement of executive councillors and all senior managers of the Council. This ensures financial plans realistically support the delivery of the Council's priority outcomes and strategy obligations in the short and medium terms.

The budget preparation process for 2014/15 was subject to robust challenge by councillors and involved extensive consultation with the people and businesses of Cambridgeshire.

Performance Management

The Council presents a corporate integrated resources and performance report to councillors on a monthly basis, which is available to the public on the Council's internet site, giving them an insight into the Council's overall performance.

Executive Decision Making and Scrutiny

During 2013/14 and up to 10th May 2014, The Cabinet was responsible for key decisions. The Cabinet met on a monthly basis and made decisions in line with the Council's overall policies and budget. The decisions of Cabinet were subject to scrutiny through Overview and Scrutiny committees which met regularly during this period.

From 11th May up to the date covered by this Statement, executive decisions were made by one of the Council's five cross party committees. A process is in place to allow for executive decisions to be reviewed following request by at least 8 Members which must be made within 3 days of a decision being published.

The Audit and Accounts Committee

The Audit and Accounts Committee provides independent, effective assurance on the adequacy of the Council's governance

ANNUAL GOVERNANCE STATEMENT

environment. All major political parties are represented on the Audit Committee.

The Audit and Accounts Committee met regularly during 2013/14, considering reports, including the annual Internal Audit Report, from the Head of Internal Audit and Risk Management, the Council's senior finance officers and the External Auditor. Additionally the Committee invited officers of the Council to attend the Committee on a number of occasions to assist the Committee in its work. The Chair of the Audit and Accounts Committee presents an annual report to Council detailing the work of the Audit and Accounts Committee in the preceding year.

Statutory Officers

The statutory functions undertaken by the Head of Paid Service, Monitoring Officer, S151 Officer, and the Director of Adult and Children's Service were effectively fulfilled during 2013-14 and up to the date of this report.

Management

Executive directors have provided assurance through self Assurance Statements that:

- They fully understand their roles and responsibilities
- They are aware of the principal statutory obligations and key priorities of the Council which impact on their services
- They have made an assessment of the significant risks to the successful discharge of the Council's key priorities
- They acknowledge the need to develop, maintain and operate effective control systems to manage risks
- Service Directors have provided assurance on the key elements of risk and control in their areas of responsibility

Internal Audit

The Council takes assurance about the effectiveness of the governance environment from the work of Internal Audit which provides independent and objective assurance across the whole range of the Council's activities. It is the duty of the Head of Internal Audit and Risk Management to give an opinion, at least annually, on the adequacy and effectiveness of internal control within the Council. This opinion has been used to inform the Annual Governance Statement.

The Head of Internal Audit and Risk Management is due to provide his annual report to the Audit Committee on 15th July 2014. This report will outline the key findings of the audit work undertaken during 2013/14 including areas of significant weakness in the internal control environment

An assurance scoring mechanism, based on five levels of assurance, is used to reflect the effectiveness of the Council's internal control environment. The table below details the five levels of assurance.

Assurance Level	Assurance Criteria
Full	There is a sound system of control designed to address the relevant risks with controls being consistently applied.
Substantial	There is a sound system of control, designed to address the relevant risks, but there is evidence of non-compliance with some of the controls.
Moderate	Whilst there is basically a sound system of control, designed to address the relevant risks, there are weaknesses in the system, that leaves some risks not addressed and there is evidence of non-compliance with some controls.

ANNUAL GOVERNANCE STATEMENT

Limited	The system of control is weak and there is evidence of non compliance with the controls that do exist which may result in the relevant risks not being managed.
None	There is no system of internal control. Risks are not being managed.

It is the opinion of the Head of Internal Audit and Risk Management (IA&RM) that, taking into account all available evidence, the adequacy and effectiveness of the Council's overall internal control environment during the financial year 2013/14 is between moderate and substantial. The detail to support this assessment will be provided in the Annual Internal Audit Report which will be presented to the Audit and Accounts Committee in July 2014.

Review of Internal Audit

The Public Sector Internal Audit Standard was introduced from April 2013. A self assessment of Internal Audit's compliance with this new Standard is due to be presented to the Audit and Accounts Committee in June 2014. This self assessment identifies the need for a small number of enhancements which will be reflected in an Internal Audit Charter which will also be presented to the Audit and Accounts Committee in June.

External Audit

PwC is currently the Council's appointed External Auditor. As well as an examination of the Council's financial statements, the work of the Council's External Auditor includes an assessment of the degree to which the Council delivers value for money in its use of its resources. In its Annual Audit letter for 2012/13 PwC stated that the Council had proper arrangements for securing economy, effectiveness and efficiency in its use of resources.

Risk Management

The Council managed its risks during 2013/14 in accordance with the approved Risk Management Policy and the Risk Management Procedures. The Strategic Management Team and Directorate Management Teams formally considered risk on a quarterly basis. Quarterly risk management reports were submitted to both Cabinet and the Audit and Accounts Committee.

The Internal Audit Plan for 2014/15 presented to the Audit and Accounts Committee in March 2014 is substantially based upon the key risks faced by the Council as identified in the Corporate and Directorate risk registers, such that Internal Audit will provide assurance on the effectiveness of the internal control framework during 2014/15

SIGNIFICANT GOVERNANCE ISSUES

The review of the effectiveness of the Governance Framework has provided a satisfactory level of assurance on the effectiveness of the Council's governance arrangements. Arrangements in place comply with the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

Cambridgeshire continues to face very significant future challenges associated with a significant reduction in Central Government funding, particularly from 2016/17 onwards. The Council's 5 year Business Plan is reflective of these pressures and will be subject to annual review to ensure the extreme financial pressures facing the Council in the latter stages of the Plan can be met whilst continuing to provide effective services to the people of Cambridgeshire

The Annual Governance Statement process allows the Council to identify any significant actions it is proposing to undertake to enhance its corporate governance arrangements. However there are no such

ANNUAL GOVERNANCE STATEMENT

actions requiring specific mention in the 2013/14 Annual Governance Statement.

PROGRESS AGAINST ISSUES IDENTIFIED IN THE 2012/13 ANNUAL GOVERNANCE STATEMENT

The transfer of social care services for older people from Cambridgeshire Community Services to the Council was successfully implemented in October 2013

The Council has implemented appropriate actions to manage governance and control

related issues that have emerged during the 2013/14 financial year.

During 2013/14 the Council has continued to make made significant improvements in its Safeguarding Children's processes in accordance with Council's Improvement Plan. It is anticipated that these improvements will be subject to review by Ofsted in the near future in accordance with Ofsted's policy of unannounced visits.

ANNUAL GOVERNANCE STATEMENT

CHAIRMAN OF GENERAL PURPOSES COMMITTEE AND CHIEF EXECUTIVE STATEMENT

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Audit and Accounts Committee, and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

Councillor Steve Count
Chairman of the General Purposes
Committee

Mark Lloyd
Chief Executive

September 2014