

ANNUAL GOVERNANCE STATEMENT 2018/19

SUPPORTING SCHEDULE

Key Element	Item	Reporting to Members
Code of Corporate Governance	Committee terms of reference (para 9)	Terms of reference are reviewed by each Committee annually. A composite report of all Committee terms of reference is submitted annually to the Court of Common Council.
	Scheme of Delegations (para 9)	Changes to the Scheme of Delegations in respect of the Director of the Built Environment and the District Surveyor were approved by the Court of Common Council on 7 th December 2017, following minor modifications relating to Crossrail and changes to job titles.
	Localism Act: Standards regime (paras 13-15)	The annual report of the Standards Committee for 2018/19 was presented to the Court of Common Council on 19 th July 2018.
	Localism Act: Pay Policy Statement (para 16)	The Pay Policy Statement for 2017/18 was agreed by the Court of Common Council on 7 th March 2018.
	Bribery Act (para 17)	Procedures for staff declaration were approved by the Audit and Risk Management Committee on 12 th December 2012.
	Regulation of Investigatory Powers (RIPA) (para 18)	A report on the September 2015 inspection by the Office of the Surveillance Commissioner was presented to the Policy and Resources Committee on 21 st January 2016 and the Audit and Risk Management Committee on 26 th January 2016.

Standards Committee	Review of arrangements (para 21)	The independent review of the City's standards regime was presented to the Court of Common Council on 12 th January 2017. A report and recommendations of the Standards Regime Working Party were taken at Court of Common Council on 8 th March 2018 and were approved, along with the revised Code of Conduct, Complaints Procedure and Guidance to Members on the Code of Conduct.
	Protocol on Member/Officer Relations (para 22)	The Committee received the annual review of the Protocol on Member/Officer Relations on 25 th January 2019.
Business Strategy and Planning Process	Corporate Plan (para 25)	The Corporate Plan for 2018-23 was approved by Court of Common Council on 8 th March 2018 and came into effect on 1 st April 2018.
	Policing Plan (para 25)	The Draft Policing Plan for 2017-20 was agreed by the Police Committee on 17 th January 2017 subject to any additional amendments by 31 st January 2017. The Plan was published on 29 th March 2017.
	Annual City-wide residents' meeting (para 26)	The annual City-wide residents' meeting was held on 9 th May 2018.
Financial Management Arrangements	HMICFRS Inspections (para 32)	An update on HMICFRS inspections for 2017/18 was presented to the Audit and Risk Management Committee on 25 th September 2018.
	Efficiency and Performance Sub Committee (para 33)	During 2018/19, the Sub Committee met on six occasions, considering reports on, inter alia: <ul style="list-style-type: none"> • Corporate and Departmental Business Planning • Economy, Efficiency and Effectiveness Health Check reports from seven departments and the City of London Police
	Efficiency and Sustainability Plan (para 35)	The City's Efficiency and Sustainability Plan was approved by the Policy and Resources Committee on 6 th October 2016 and the Court of Common Council on 13 th October 2016; and submitted to the Department for Communities and Local Government.
	Financial Strategy and Budget Policy (para 46)	The 2018/19 budget and revised Medium Term Financial Strategy for the City Fund were agreed by the Court of Common Council on 8 th March 2018.
Risk Management	Risk Management Strategy (para 50)	An updated Risk Management Strategy was approved by the Audit and Risk Management Committee on 13 th May 2014.

	Updates to Audit and Risk Management Committee (para 52)	The Audit and Risk Management Committee receives regular updates on risk management. During 2018/19, the following risk areas were reviewed in depth: <ul style="list-style-type: none"> • Resilience (CR01) • Loss of business support for the City (CR02) • Corporate health and safety (CR09) • Road safety (CR20) • Police funding (CR23) • Operational security (CR24) • Brexit – Organisational impact (CR26)
Role of Internal Audit	General updates to Audit and Risk Management Committee (para 75)	Internal audit update reports were presented to the Audit and Risk Management Committee on 6 th November 2018 and 12 th March 2019.
	Audit Charter (para 75)	The Internal Audit Charter Review, originally due on 12 th March 2019, has been moved to 7 th May 2019.
	Reports re fraud investigation function (para 77)	An Anti-Fraud and Investigation update was presented to the Audit and Risk Management Committee on 29 th May 2018.
Performance Management	Departmental reporting (para 78)	Departmental Business Plans are normally approved by the relevant service committee(s) between February and April each year. Chief Officers produce regular monitoring reports for their service committee(s), combining information on service and financial performance.
	City Fund Overview (para 79)	The annual City Fund Overview for 2016/17 is available on the City of London website. The City Fund Overview for 2017/18 will be produced later in 2018.
	Annual business ratepayers' meeting (para 79)	The annual business ratepayers' meeting was held on 7 th March 2019.
Head of Internal Audit's Opinion	(paras 90-93)	The annual opinion from the Head of Audit and Risk Management for the year 2018/19 was reported to the Audit and Risk Management Committee on 7 th May 2019.