

ANNUAL GOVERNANCE STATEMENT 2014/15**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 were approved by the Court of Common Council on 1 st May 2014.
	Standing Orders and Project Procedure (para 9)	Changes to Standing Orders and Project Procedure were approved by the Court of Common Council on 1 st May 2014.
	Localism Act: Standards regime (paras 13-16)	The Annual report of the Standards Committee was presented to the Court of Common Council on 24 th July 2014. Two new co-opted Members were appointed to the Standards Committee by the Court of Common Council on 11 th September 2014. Amendments to the Member Code of Conduct were agreed by the Court of Common Council on 16 th October 2014. The disclosure of pecuniary interests process was reviewed by the Standards Committee on 28 th November 2014. A report on the annual update to Members declarations was presented to the Standards Committee on 20 th February 2015.
	Localism Act: Pay Policy Statement (para 17)	The draft Pay Policy Statement for 2014/15 was agreed by the Court of Common Council on 6 th March 2014.
	Bribery Act (para 18)	Procedures for staff declaration were approved by the Audit and Risk Management Committee on 12 th December 2012.
	Regulation of Investigatory Powers (RIPA) (para 19)	Updates were reported to the Policy and Resources Committee on 3 rd July 2014 and 2 nd October 2014.
Business Strategy and Planning Process	Sustainable Community Strategy (para 20)	The City Together Strategy (the sustainable community strategy for the City) was agreed by the Court of Common Council and the City's local strategic partnership (The City Together) in July 2008.
	Policing Plan (para 20)	The Policing Plan for 2014-15 was agreed by the Police Committee on 17 th January 2014.

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	Communications Strategy (para 20)	The Communications Strategy for 2014-17 was agreed by the Policy and Resources Committee on 20 th March 2014.
	Cultural Strategy (para 20)	The Cultural Strategy for 2012-17 was agreed by the Court of Common Council on 25 th October 2012.
	Annual City-wide residents' meeting (para 21)	The annual City-wide residents' meeting was held on 23 rd June 2014.
Financial Management Arrangements	HMIC Inspections (para 26)	An update on HMIC inspections for 2014/15 will be presented to the Audit and Risk Management Committee in July 2015.
	Service Based Review (para 27)	Departmental budget reductions and topics for cross-cutting review were agreed by the Policy and Resources Committee on 4 th September 2014.
	Efficiency and Performance sub-Committee (para 29)	During 2014/15, the sub-Committee met on four occasions, considering reports on, inter alia: <ul style="list-style-type: none"> • City Procurement Service • Work of the Transformation and Efficiency Boards • Third Party Payments, and Supplies and Services • CIPFA Value for Money indicators 2013/14 • Oversight of Corporate Programmes • Service Based Review Roadmap • Collaboration and Shared Services (City Corporation and City Police) • Review of Energy Targets 2013/14 • Combined Heat and Power (Annual Report 2013/14)
	Financial Strategy and Budget Policy (para 33)	The revised Medium Term Financial Strategy was agreed by the Court of Common Council on 6 th March 2014.
Risk Management	Risk Management Strategy (para 37)	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 38)	The Audit and Risk Management Committee receives regular updates on risk management. During 2014/15, the following corporate risks were reviewed in depth: <ul style="list-style-type: none"> • CR2: Supporting the Business City • CR11: Pond embankment failure – Hampstead Heath • CR16: Information Security and Governance • CR18: Workforce Planning

Appendix 2

	Informal challenge sessions (para 38)	Five Chief Officers met with members of the Committee during 2014/15: <ul style="list-style-type: none"> • Chamberlain: September 2014 • Remembrancer: November 2014 • Managing Director of the Barbican Centre: December 2014 • Principal of the GSMD: December 2014 • Director of Markets and Consumer Protection: February 2015
Role of Internal Audit	General updates to Audit & Risk Management sub-Committee (para 50)	Internal audit update reports were presented to the Audit & Risk Management Committee on 13 th May 2014, 9 th September 2014 and 8 th December 2014.
	Audit Charter (para 50)	Updates to the Audit Charter were agreed by the Audit and Risk Management Committee on 4 th November 2014.
	Reports re fraud investigation function (para 52)	Anti-Fraud and Investigation updates were presented to the Audit & Risk Management Committee on 13 th May 2014, 9 th September 2014 and 8 th December 2014.
	Whistleblowing Policy (para 54)	A fully updated Whistleblowing Policy was approved by the Establishment Committee on 10 th July 2014.
Performance Management	Departmental reporting (para 55)	Departmental Business Plans are normally approved by the relevant service committee(s) between February and April each year. Chief Officers produce quarterly monitoring reports for their service committee(s), combining information on service and financial performance.
	Annual Summary of Performance and Accounts (para 56)	The annual City Fund Overview for 2013/14 was published in February 2015. The City Fund Overview for 2014/15 will be produced in the summer of 2015.
	Annual business ratepayers' meeting (para 56)	The annual business ratepayers' meeting was held on 4 th February 2014 and 25 th February 2015.
Audit and Risk Management Committee	<i>Managing the Risk of Fraud and Corruption</i> (para 62)	A report on the CIPFA Code of Practice was considered on 24 th February 2015, when the Committee also agreed the statement to be included in the Annual Governance Statement.
	Effectiveness Survey	A report on the 2014/15 survey of the Committee's effectiveness was presented on 4 th November 2014.
Head of Internal Audit's Opinion	(paras 67-68)	The annual opinion from the Head of Audit and Risk Management for the year 2014/15 was reported to the Audit and Risk Management Committee on 2nd June 2015.

