

ANNUAL GOVERNANCE STATEMENT 2016/17

SUPPORTING SCHEDULE

Key Element	Item	Reporting to Members
Code of Corporate Governance	Committee terms of reference (para 9)	<p>Terms of reference are reviewed by each Committee annually.</p> <p>A composite report of all Committee terms of reference is submitted annually to the Court of Common Council.</p>
	Scheme of Delegations (para 9)	<p>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 8th December 2016, following minor modifications to relevant legislation.</p>
	Scheme of Delegations (para 9)	<p>Changes to the Scheme of Delegations to move the responsibility for licensing marriage premises to the Director of Community and Children's Services were approved by the Court of Common Council on 9th March 2017.</p>
	Standing Orders (para 9)	<p>The Court of Common Council agreed the following amendments to Standing Orders (SO):</p> <ul style="list-style-type: none"> • 21st April 2016: to SO 29(3) and 30(4a) to remove the prohibition on residents or tenants of any property owned by the City of London Corporation to serving as Chairman or Deputy Chairman of the Community and Children's Services Committee; • 23rd June 2016: to SO 63 regarding the statutory dismissal procedures for the Head of Paid Service, Monitoring Officer, and Chief Financial Officer, and the creation of a Statutory Officer Review Panel, required following amendments to the Local Authorities (Standing Orders) (England) (Amendments) Regulations 2015; • 8th September 2016 (under urgency powers): to SO29 to include the Statutory Officer Review Panel on the list of Committees where a Member is eligible to become Chairman alongside the Chairmanship of another Grand Committee, and to SO63 clarifying the details about the disciplinary procedure to be followed; • 12th January 2017: to SO29(3) to enable the Chairman of the Local

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		<p>Government Pensions Board to also be the Chairman of another Grand Committee at the same time; and</p> <ul style="list-style-type: none"> 9th March 2017: to SO56 and SO57 to clarify the governance arrangements for the disposal of property and enable the Corporate Asset Sub-Committee to be part of the decision-making process for the disposal of operational property which has been declared surplus to requirements.
	Protocol on Member/officer relations (para 9)	Changes to the protocol were approved by the Court of Common Council on 8 th December 2016, to align the protocol with the corporate commitment to equality, diversity and inclusion, for the inclusion of the protocol as part of the induction programme for all employees, and for the protocol to be appended to the Employee Code of Conduct.
	Localism Act: Standards regime (paras 13-15)	The Annual report of the Standards Committee for 2016/17 was presented to the Court of Common Council on 22 nd June 2017.
	Localism Act: Pay Policy Statement (para 16)	The draft Pay Policy Statement for 2016/17 was agreed by the Policy and Resources Committee on 18 th February 2016 and the Court of Common Council on 3 rd March 2016
	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. The Court agreed that a panel be established to appoint a working party to report back to the Court on how the report's recommendations might be progressed and implemented as appropriate.
	Protocol on Member/Officer Relations (para 21)	The Committee received the annual review of the Protocol on Member/Officer Relations, including a review of the Employee Code of Conduct on 7 th October 2016.

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Business Strategy and Planning Process	Corporate Plan (para 22)	The Corporate Plan for 2015-19 was approved by the Policy and Resources Committee on 26 th March 2015.
	Policing Plan (para 22)	The Policing Plan for 2016-19 was agreed by the Police Committee on 21 st January 2016.
	Annual City-wide residents' meeting (para 23)	The annual City-wide residents' meeting was held on 23 rd May 2016.
Financial Management Arrangements	HMIC Inspections (para 28)	An update on HMIC inspections for 2016/17 was presented to the Audit and Risk Management Committee on 23 rd May 2017.
	Efficiency and Sustainability Plan (para 31)	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.
	Efficiency and Performance sub-Committee (para 32)	During 2016/17, the sub-Committee met on five occasions, considering reports on, inter alia: <ul style="list-style-type: none"> • Corporate and Departmental Business Planning • The City's Efficiency and Sustainability Plan • CIPFA Value for Money indicators 2015/16 • Service Based Review: <ul style="list-style-type: none"> ○ Roadmap and Financial Monitoring ○ Departmental monitoring ○ Cross-cutting projects • Review of Energy Targets 2015/16 • City Procurement: <ul style="list-style-type: none"> ○ Accounts payable review ○ Establishment of an Invest to Save fund ○ Implementation of new contract management interventions
	City of London Police Risk Management (para 35)	The Police Performance and Resource Management Sub Committee received an update report on the City of London Police Risk Register on 31 st May 2016.
	City of London Police Medium Term Financial Plan (paras 33/34)	On 12 th January 2017 the Court of Common Council approved a relaxation of the reserve threshold for the City of London Police.
	Financial Strategy and Budget Policy (para 37)	The 2016/17 budget and revised Medium Term Financial Strategy for the City Fund were agreed by the Court of Common Council on 3 rd March 2016.
Risk Management	Risk Management Strategy (para 40)	An updated Risk Management Strategy was approved by the Audit and Risk

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		Management Committee on 13 th May 2014.
	Updates to Audit and Risk Management Committee (para 42)	The Audit and Risk Management Committee receives regular updates on risk management. During 2016/17, the following risk areas were reviewed in depth: <ul style="list-style-type: none"> • Resilience (CR01) • Loss of business support for the City (CR02) • IT service provision (CR19) • Air quality (CR21) • Department of Culture, Heritage and Libraries
	External review of risk management (para 44)	The key findings from the external review of risk management at the City Corporation were reported to the Audit and Risk Management Committee on 8 th November 2016.
Role of Internal Audit	General updates to Audit and Risk Management Committee (para 58)	Internal audit update reports were presented to the Audit and Risk Management Committee on 13 th September 2016 and 7 th February 2017.
	Audit Charter (para 58)	Updates to the Audit Charter were agreed by the Audit and Risk Management Committee on 23 rd May 2017.
	Reports re fraud investigation function (para 60)	Anti-Fraud and Investigation updates were presented to the Audit and Risk Management Committee on 13 th September 2016 and 7 th February 2017.
Performance Management	Departmental reporting (para 61)	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 62)	The annual City Fund Overview for 2015/16 is available on the City of London website. The City Fund Overview for 2016/17 will be produced later in 2017.
	Annual business ratepayers' meeting (para 62)	The annual business ratepayers' meeting was held on 3 rd February 2016 and 10 th February 2017.
Head of Internal Audit's Opinion	(paras 72-73)	The annual opinion from the Head of Audit and Risk Management for the year 2016/17 was reported to the Audit and Risk Management Committee on 23 rd May 2017.