

## Appendix 2: Format of Supporting Schedule of assurances

### ANNUAL GOVERNANCE STATEMENT 2011/12

#### SUPPORTING SCHEDULE

<b>Key Element</b>	<b>Item</b>	<b>Reporting to Members</b>
Code of Corporate Governance	Committee terms of reference (para 8)	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.
	Corporate project toolkit (para 8)	Revised project management arrangements were agreed by the Policy and Resources Committee on 20 <sup>th</sup> April 2011.
	Anti-fraud and corruption Strategy (para 8)	The revised anti-fraud and corruption Strategy was agreed by the Audit and Risk Management Committee on 30 <sup>th</sup> September 2011.
	Risk Management (para 8)	The Risk Management Handbook was agreed by the Audit and Risk Management Committee on 30 <sup>th</sup> September 2011. It was issued to Chief Officers under cover of a letter signed by the Town Clerk on 20 <sup>th</sup> October 2011. It was issued to Committee Chairmen under cover of a letter signed by the Chairman of the Audit and Risk Management Committee on 20 <sup>th</sup> October 2011.
	Revisions to Standing Orders (para 11)	Revisions to Property Standing Orders, procurement regulations and Financial Standing Orders were agreed by the Court of Common Council on 6 <sup>th</sup> October 2011.
	Standards regime (para 12)	The impact of changes to the national standards regime as a result of the Localism Act 2011 were reported to the Standards Committee on 28 <sup>th</sup> February 2012.
Business Strategy and Planning Process	Sustainable Community Strategy (para 13)	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.