

ANNUAL GOVERNANCE STATEMENT 2012/13**SUPPORTING SCHEDULE**

Key Element	Item	Reporting to Members
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.
	Post-implementation review of the revised governance arrangements (para 9)	The post-implementation review was reported to the Policy and Resources Committee on 8 th November, and the Court of Common Council on 6 th December 2012.
	Localism Act: Standards regime (paras 11-13)	The revised terms of reference for the Standards Committee were agreed by the Policy and Resources Committee on 7 th June, and the Court of Common Council on 21 st June 2012. The appointment of three Independent Persons was approved by the Court of Common Council on 21 st June 2012. The new Member Code of Conduct was approved by the Standards Committee on 21 st September, and the Court of Common Council on 25 th October 2012. The Complaints Guidance Handbook was approved by the Standards Committee on 23 rd November 2012. The new voluntary registration arrangements were approved by the Standards Committee on 8 th February 2013.
	Localism Act: Pay Policy Statement (para 14)	The draft Pay Policy Statement for 2013/14 was agreed by the Court of Common Council on 7 th March 2013.
	Bribery Act (para 15)	Procedures for staff declaration were approved by the Audit and Risk Management Committee on 12 th December 2012.
	Regulation of Investigatory Powers (RIPA) (para 16)	Revisions to the RIPA policy and procedures were agreed by the Policy and Resources Committee on 14 th February 2013.
Business Strategy and Planning Process	Sustainable Community Strategy (para 19)	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.
	Corporate Plan (para 19)	The Corporate Plan for 2012-16 was agreed by Court of Common Council on 8 th March 2012, following consideration

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		by Policy and Resources Committee on 26 th January 2012.
	Policing Plan (para 19)	The Policing Plan for 2012-15 was agreed by the Police Committee on 27 th January 2012.
	Communications Strategy (para 19)	The Communications Strategy for 2012-15 was agreed by the Court of Common Council on 19 th April 2012.
	Cultural Strategy (para 19)	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 20)	The annual City-wide residents' meeting was held on 30 th May 2012.
	Annual business ratepayers' meeting (para 20)	The annual business ratepayers' meeting was held on 20 th February 2012 and 11 th February 2013.
	Health and Wellbeing Board (para 21)	The terms of reference and membership for the City's Health and Wellbeing Board were agreed by the Court of Common Council on 6 th December 2012.
Financial Management Arrangements	Efficiency and performance sub-Committee (para 29)	<p>During 2012/13, the sub-Committee met on five occasions, considering reports on, inter alia:</p> <ul style="list-style-type: none"> • Procurement and Procure to Pay (PP2P) • Work of the Transformation and Efficiency Boards • Department of Community and Children's Services Commissioning Strategy • Income generation initiatives • Cross-borough working • Shared Services
	Financial Strategy and Budget Policy (para 23)	The revised Medium Term Financial Strategy was agreed by the Court of Common Council on 8 th March 2012.
	Review of projects (para 36)	The review of project management arrangements was reported to the Policy and Resources Committee on 8 th November 2012.
Risk Management	Updates to Audit and Risk Management Committee (para 39)	<p>The Audit and Risk Management Committee receives update on risk management at each meeting. During 2012/13, the following strategic risks were reviewed in depth:</p> <ul style="list-style-type: none"> • SR1: Response to terrorist attack • SR2: Supporting the business city • SR3: Financial stability • SR4: Planning policy • SR5: Flooding in the City • SR6: Project risk

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		<ul style="list-style-type: none"> • SR8: Managing the City's reputation • SR10: Adverse political developments affecting the City • SR11: Pond embankment failure – Hampstead Heath • SR14: Financial uncertainty • SR15: Barbican Art Gallery
Role of Internal Audit	General updates to Audit & Risk Management sub-Committee (para 47)	Internal audit update reports were presented to the Audit & Risk Management Committee on 14 th June 2012, 20 th September 2012, 12 th December 2012, and 5 th March 2013.
	Revised Internal Audit Terms of Reference (para 47)	Revised terms of reference were agreed by the Audit and Risk Management Committee on 20 th September 2012.
	Reports re fraud investigation function (para 551)	Anti-Fraud and Investigation updates were presented to the Audit & Risk Management Committee on 14 th June 2012, 20 th September 2012, 12 th December 2012, and 5 th March 2013
Performance Management	Departmental reporting (para 52)	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 53)	The annual City Fund Overview for 2011/12 was published in December 2012. The City Fund Overview for 2012/13 will be produced in the summer of 2013.
Audit and Risk Management Committee	Review of the Committee's effectiveness (para 56)	The review of effectiveness was reported to the Audit and Risk Management Committee on 5 th February 2013.
Head of Internal Audit's Opinion	(paras 60-62)	The annual opinion from the Head of Audit and Risk Management for the year 2012/13 was reported to the Audit and Risk Management Committee on 25 th June 2013.