

ANNUAL GOVERNANCE STATEMENT 2013/14**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.
	Scheme of Delegations (para 8)	Changes to the Scheme of Delegations were approved by the Policy and Resources Committee on 23 rd January 2014, before being submitted to the relevant Committees and then to the Court of Common Council for approval.
	Standing Orders and Project Procedure (para 8)	Changes to the Standing Orders and Project Procedure were approved by the Policy and Resources Committee on 23 rd January 2014.
	Localism Act: Standards regime (paras 12-13)	Amended terms of reference for the Standards Committee were agreed on 14 th June 2013. A revised Code of Conduct was approved by the Standards Committee on 31 st January 2014, and recommended for approval to the Court of Common Council. The composition and terms of reference for the Dispensations Sub Committee were approved by the Standards Committee on 13 th September 2013.
	Localism Act: Pay Policy Statement (para 15)	The draft Pay Policy Statement for 2014/15 was agreed by the Court of Common Council on 6 th March 2014.
	Bribery Act (para 16)	Procedures for staff declaration were approved by the Audit and Risk Management Committee on 12 th December 2012.
	Regulation of Investigatory Powers (RIPA) (para 17)	Revisions to the RIPA policy and procedures were agreed by the Policy and Resources Committee on 14 th February 2013.
	Role of the City of London Corporation as Trustee of the Bridge House Estates Charity (para 18)	The report on the Role of the City of London Corporation as Trustee of the Bridge House Estates was reported to the Court of Common Council on 16 th January 2014.
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

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		strategic partnership (The City Together) in July 2008.
	Corporate Plan (para 19)	The Corporate Plan for 2013-17 was agreed by Court of Common Council on 24 th April 2013, following consideration by Policy and Resources Committee on 22 nd March 2013.
	Policing Plan (para 19)	The Policing Plan for 2013-16 was agreed by the Police Committee on 15 th February 2013.
	Communications Strategy (para 19)	The Communications Strategy for 2013-16 was agreed by the Policy and Resources Committee on 22 nd March 2013.
	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 25 th June 2013.
	Annual business ratepayers' meeting (para 20)	The annual business ratepayers' meeting was held on 11 th February 2013 and 4 th February 2014.
	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 28)	<p>During 2013/14, the sub-Committee met on five occasions, considering reports on, inter alia:</p> <ul style="list-style-type: none"> • The City of London Procurement Services (CLPS) • Work of the Transformation and Efficiency Boards • Third Party Payments, and Supplies and Services • Transfer of Public Health functions • Combined Heat and Power (Annual Report 2012/13) • CIPFA Value for Money indicators • Staff Suggestion Scheme
	Financial Strategy and Budget Policy (para 31)	The revised Medium Term Financial Strategy was agreed by the Court of Common Council on 7 th March 2013.
Risk Management	Updates to Audit and Risk Management Committee (para 37)	<p>The Audit and Risk Management Committee receives update on risk management at each meeting. During 2013/14, the following strategic risks were reviewed in depth:</p> <ul style="list-style-type: none"> • SR1: Response to terrorist attack • SR3: Financial stability • SR4: Planning policy • SR5: Flooding in the City

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		<ul style="list-style-type: none"> • SR8: Managing the City's reputation • SR9: Health and Safety • SR10: Adverse political developments affecting the City • SR11: Pond embankment failure – Hampstead Heath • SR13: Public Order and Protest • SR14: Financial uncertainty • SR16: Data Protection • SR17: Safeguarding
	Independent review of the risk management framework (para 39)	Zurich Municipal's independent review of the risk management framework was reported to the Audit & Risk Management Committee on 15 th October 2013.
Role of Internal Audit	General updates to Audit & Risk Management sub-Committee (para 49)	Internal audit update reports were presented to the Audit & Risk Management Committee on 25 th June 2013, 17 th September 2013, 11 th December 2013, and 4 th March 2013.
	Audit Charter (para 49)	The Audit Charter was agreed by the Audit and Risk Management Committee on 15 th October 2013.
	Reports re fraud investigation function (para 52)	Anti-Fraud and Investigation updates were presented to the Audit & Risk Management Committee on 25 th June 2013, 17 th September 2013, 11 th December 2013, and 4 th March 2013.
Performance Management	Departmental reporting (para 54)	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 55)	The annual City Fund Overview for 2012/13 was published in January 2014. The City Fund Overview for 2013/14 will be produced in the summer of 2014.
Head of Internal Audit's Opinion	(paras 61-62)	The annual opinion from the Head of Audit and Risk Management for the year 2013/14 was reported to the Audit and Risk Management Committee on 13 th May 2014.