

**ANNUAL GOVERNANCE STATEMENT 2015/16**

**SUPPORTING SCHEDULE**

<b>Key Element</b>	<b>Item</b>	<b>Reporting to Members</b>
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 Delegation in respect of Lead Local Flood Authority functions were approved by the Court of Common Council on 25<sup>th</sup> June 2015.</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"> <li>• 23<sup>rd</sup> April 2015: to SO 13(3) regarding questions asked at the Court of Common Council;</li> <li>• 25<sup>th</sup> June 2015: to SO 63 regarding the process by which disciplinary action can be taken in respect of the Town Clerk, the City Corporation's Monitoring Officer, or the Chamberlain, and</li> <li>• 14<sup>th</sup> January 2016: to SO 10.4 regarding the implementation of an Alternative Vote system for Court of Common Council elections to single vacancies.</li> </ul>
	Localism Act: Standards regime (paras 13-15)	<p>The Annual report of the Standards Committee was presented to the Court of Common Council on 25<sup>th</sup> June 2015.</p>
	Localism Act: Pay Policy Statement (para 16)	<p>The draft Pay Policy Statement for 2015/16 was agreed by the Court of Common Council on 5<sup>th</sup> March 2015.</p>
	Bribery Act (para 17)	<p>Procedures for staff declaration were approved by the Audit and Risk Management Committee on 12<sup>th</sup> December 2012.</p>
	Regulation of Investigatory Powers (RIPA) (para 18)	<p>A report on the September 2015 inspection by the Office of the Surveillance Commissioner was presented to the Policy and Resources Committee on 21<sup>st</sup> January 2016.</p>
Standards Committee	Declarations of Interest (para 21)	<p>The Committee endorsed a proposal in respect of the adoption and implementation of a consistent approach to the management and publication of declarations of interest by the City Corporation's elected Members, and</p>

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		each of its Co-opted Members and Independent Persons on 15 <sup>th</sup> May 2015.
	Complaints Procedure (para 21)	The Committee approved revisions to the current complaints process and form on 2 <sup>nd</sup> October 2015, and noted existing arrangements in respect of responding to and managing alleged breaches of the Members' Code of Conduct.
	Code of Conduct guidance (para 21)	The Committee approved revised guidance to Members regarding the Code of Conduct on 2 <sup>nd</sup> October 2015.
	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 2 <sup>nd</sup> October 2015.
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 <sup>th</sup> March 2015.
	Policing Plan (para 22)	The Policing Plan for 2015-18 was agreed by the Police Committee on 26 <sup>th</sup> February 2015.
	Communications Strategy (para 22)	The Communications Strategy for 2015-18 was agreed by the Policy and Resources Committee on 26 <sup>th</sup> March 2015.
	Cultural Strategy (para 22)	The Cultural Strategy for 2012-17 was agreed by the Court of Common Council on 25 <sup>th</sup> October 2012.
	Annual City-wide residents' meeting (para 21)	The annual City-wide residents' meeting was held on 6 <sup>th</sup> July 2015.
	Health and Social Care (para 24)	The Court of Common Council agreed the establishment of a new Health & Social Care Scrutiny Committee on 3 <sup>rd</sup> March 2016.
Financial Management Arrangements	HMIC Inspections (para 28)	An update on HMIC inspections for 201/16 is scheduled for presentation to the Audit and Risk Management Committee in September 2016.
	Efficiency and Performance sub-Committee (para 31)	<p>During 2015/16, the sub-Committee met on six occasions, considering reports on, inter alia:</p> <ul style="list-style-type: none"> <li>• City Procurement Service savings</li> <li>• CIPFA Value for Money indicators 2014/15</li> <li>• Benchmarking of Financial Services</li> <li>• London-wide service performance measures</li> <li>• Service Based Review Roadmap and Financial Monitoring</li> <li>• Departmental SBR monitoring</li> <li>• Cross-cutting SBR projects</li> <li>• Review of Energy Targets 2014/15</li> </ul>

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		<ul style="list-style-type: none"> <li>• Combined Heat and Power (Annual Report 2014/15 and extension of contracts)</li> </ul>
	City of London Police Risk Management (para 34)	The Police Performance and Resource Management Sub Committee received an update report on the City of London Police Risk Register on 30 <sup>th</sup> June 2015.
	Financial Strategy and Budget Policy (para 36)	The revised Medium Term Financial Strategy was agreed by the Court of Common Council on 5 <sup>th</sup> March 2015.
Risk Management	Risk Management Strategy (para 40)	An updated Risk Management Strategy was approved by the Audit and Risk Management Committee on 13 <sup>th</sup> May 2014.
	Updates to Audit and Risk Management Committee (para 41)	<p>The Audit and Risk Management Committee receives regular updates on risk management.</p> <p>During 2015/16, the following risks were reviewed in depth:</p> <ul style="list-style-type: none"> <li>• Hampstead Heath Ponds Project</li> <li>• Cyber Fraud</li> <li>• Road Safety (CR20)</li> <li>• Information Security (CR16)</li> </ul>
Role of Internal Audit	General updates to Audit and Risk Management Committee (para 53)	Internal audit update reports were presented to the Audit and Risk Management Committee on 28 <sup>th</sup> April 2015, 17 <sup>th</sup> September 2015 and 26 <sup>th</sup> January 2016.
	Audit Charter (para 53)	Updates to the Audit Charter were agreed by the Audit and Risk Management Committee on 4 <sup>th</sup> November 2014.
	Reports re fraud investigation function (para 55)	Anti-Fraud and Investigation updates were presented to the Audit and Risk Management Committee on 28 <sup>th</sup> April 2015, 17 <sup>th</sup> September 2015 and 8 <sup>th</sup> March 2016.
	<i>Managing the Risk of Fraud and Corruption</i>	A report on the CIPFA Code of Practice was considered by the Audit and Risk Management Committee on 24 <sup>th</sup> February 2015.
Performance Management	Departmental reporting (para 57)	<p>Departmental Business Plans are normally approved by the relevant service committee(s) between February and April each year.</p> <p>Chief Officers produce regular monitoring reports for their service committee(s), combining information on service and financial performance.</p>
	Annual Summary of Performance and Accounts (para 58)	<p>The annual City Fund Overview for 2013/14 is available on the City of London website.</p> <p>The City Fund Overview for 2015/16 will be produced later in 2016.</p>

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	Annual business ratepayers' meeting (para 58)	The annual business ratepayers' meeting was held on 25 <sup>th</sup> February 2015 and 3 <sup>rd</sup> February 2016.
Head of Internal Audit's Opinion	(paras 67-68)	The annual opinion from the Head of Audit and Risk Management for the year 2015/16 was reported to the Audit and Risk Management Committee on 14 <sup>th</sup> June 2016.