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ANNUAL GOVERNANCE STATEMENT ~~2016~~2017/1718

SUPPORTING SCHEDULE

Key Element	Item	Reporting to Members
Code of Corporate Governance	Committee terms of reference (para 9)	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 9)	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 ^{7th} December 2016 2017, following minor modifications to relevant legislation relating to Crossrail and changes to job titles.
	Scheme of Delegations (para 9)	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.
	Standing Orders (para 9)	The Court of Common Council agreed the following amendments to Standing Orders (SO): <ul style="list-style-type: none"> 27th April 2017: to SO 30 regarding the Protocol for the election of Deputy Chairmen of the Policy and Resources Committee; 24st April 2016^{11th January 2018}: 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^{enable the} Chairman or Deputy Chairman of the Community and Children's Services^{Capital Buildings} Committee to be eligible to be Chairman of another Committee (Ward or non-Ward) at the same time; 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;

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		<ul style="list-style-type: none"> 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 Government Pensions Board to also be the Chairman of another Grand Committee at the same time; and 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 8th 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 2016/2017/17-18 was agreed by the Policy and Resources Committee on 18th February 2016 and the Court of Common Council on 3rd-9th March 2016/2017.
	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

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		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. A report and recommendations of the Standards Regime Working Party were taken at Court of Common Council on 8 th March 2018 and were approved, along with the revised Code of Conduct, Complaints Procedure and Guidance to Members on the Code of Conduct.
	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 7th-26th October-January 2016 2018.
Business Strategy and Planning Process	Corporate Plan (para 2223)	The Corporate Plan for 2015-19 was approved by the Policy and Resources Committee on 26 th March 2015. Its replacement, the Corporate Plan for 2018-23, was approved by Court of Common Council on 8th March 2018, to come into effect from 1st April 2018.
	Policing Plan (para 2223)	The Draft Policing Plan for 2016 2017-19 20 was agreed by the Police Committee on 24th-17th January 2016 2017 subject to any additional amendments by 31st January 2017. The Plan was published on 29th March 2017.
	Annual City-wide residents' meeting (para 2324)	The annual City-wide residents' meeting was held on 23rd-8th May 2016 2017.
Financial Management Arrangements	HMIC Inspections (para 2830)	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 6th October 2016 and the Court of Common Council on 13th October 2016; and submitted to the Department for Communities and Local Government.
	Efficiency and Performance sub-Committee (para 32)	During 2017 6 /18 7 , 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

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		<ul style="list-style-type: none"> • 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 • Asset management review • Facilities management review • Operational property review • 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 • Commercial contract management
	<u>Efficiency and Sustainability Plan (para 33)</u>	<u>The City's Efficiency and Sustainability Plan was approved by the Policy and Resources Committee on 6th October 2016 and the Court of Common Council on 13th October 2016; and submitted to the Department for Communities and Local Government.</u>
	<u>City of London Police Risk Management value for money (para 35/41)</u>	The Police Performance and Resource Management Sub Committee received an <u>update</u> report on <u>value for money</u> of the City of London Police <u>Risk Register</u> relative to other forces on <u>31st May-February 2016/2018</u> .
	<u>City of London Police Medium Term Financial Plan (paras 33/34)</u>	<u>On 12th January 2017 the Court of Common Council approved a relaxation of the reserve threshold for the City of London Police.</u>
	<u>Financial Strategy and Budget Policy (para 37/43)</u>	The <u>2016/2017/47-18</u> budget and revised Medium Term Financial Strategy for the City Fund were agreed by the Court of Common Council on <u>3rd-9th March 2016/2017</u> .
Risk Management	<u>Risk Management Strategy (para 40/47)</u>	An updated Risk Management Strategy was approved by the Audit and Risk Management Committee on 13 th May 2014.
	<u>Updates to Audit and Risk Management Committee (para 42)</u>	<p>The Audit and Risk Management Committee receives regular updates on risk management.</p> <p>During 201<u>76/47-18</u>, the following risk areas were reviewed in depth:</p> <ul style="list-style-type: none"> • Resilience (CR01) • <u>Loss of business support for the City (CR02)</u> • <u>Corporate health and safety (CR09)</u> • <u>Adverse political consequences (CR10)</u>

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		<ul style="list-style-type: none"> • <u>Information security (CR16)</u> • <u>Safeguarding (CR17)</u> • <u>IT service provision (CR19)</u> • <u>Air quality</u><u>Road safety (CR24CR20)</u> • <u>Police funding (CR23)</u> • <u>Department of Culture, Heritage and Libraries</u>
	External review of risk management (para <u>4450</u>)	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 <u>5864</u>)	Internal audit update reports were presented to the Audit and Risk Management Committee on <u>13th-28th September-November 2016-2017</u> and <u>7th 6th February-March 20172018</u> .
	Audit Charter (para <u>5864</u>)	Updates to the Audit Charter were agreed by the Audit and Risk Management Committee on 23 rd May 2017 <u>and 6th March 2018</u> .
	Reports re fraud investigation function (para <u>6066</u>)	<u>An Anti-Fraud and Investigation updates were was</u> presented to the Audit and Risk Management Committee on <u>13th-28th September-November 2016 and 7th February-2017</u> .
Performance Management	Departmental reporting (para <u>6467</u>)	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 <u>6268</u>)	The annual City Fund Overview for <u>20152016/16-17</u> is available on the City of London website. The City Fund Overview for <u>20162017/17-18</u> will be produced later in <u>20172018</u> .
	Annual business ratepayers' meeting (para <u>6268</u>)	The annual business ratepayers' meeting was held on <u>3rd February 2016 and 10th 16th February 20172018</u> .
Head of Internal Audit's Opinion	(paras <u>7278-7379</u>)	The annual opinion from the Head of Audit and Risk Management for the year <u>20162017/17-18</u> was reported to the Audit and Risk Management Committee on <u>23rd 29th May 20172018</u> .

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