

Audit Committee – 22nd January 2009

9. 2008/09 Annual Governance Statement Action Plan

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Purpose of the Report

This report has been prepared for the Audit Committee to review the progress made on the 2008-09 Annual Governance Statement (AGS) Action Plan.

Recommendation

To note the progress made.

Background

The Audit Committee agreed the action plan in May 2008 at the same time as approving the Annual Governance Statement. As agreed the action plan will be monitored quarterly to ensure progress is made and improvements in governance are acted upon during the year. This will strengthen the overall governance framework and improve the assurances that can be given for the 2008/09 Annual Governance Statement.

Action Plan

The action plan is attached at page 72 and the current status of each issue is shown. At present there are no major issues to highlight to the committee.

Financial Implications

There are no financial implications associated with these recommendations.

Background Papers: None

**SOUTH SOMERSET DISTRICT COUNCIL
ANNUAL REVIEW OF INTERNAL CONTROL AND GOVERNANCE**

2008/09 ACTION PLAN

No.	Issue	Responsible Officer	Actions	Current Status
1.	Contract Procedure Rules need to be put in place to bring all procedures into one document	Gary Russ	<ul style="list-style-type: none"> Contract Procedure Rules completed: June 08 Agreed by Audit Committee: June 08 Approved by Council: July 08 	Contract Procedure Rules now in place.
2.	Ensuring staff are aware of the location of Potentially Violent Warning Markers and Dangerous Buildings	Ian Clarke	<ul style="list-style-type: none"> Mapping to be completed by: June 08 	Current issues around legality of this.
3.	Process and procedures for some major income streams are not being adhered to	Donna Parham	<ul style="list-style-type: none"> Include annual audit reviews within annual audit plan for all major income streams: April 08 	Audits have been scoped and agreed within the Internal Annual Audit Plan
4	Policy framework and process and procedures within housing are not clear and up to date	Ian Potter	<ul style="list-style-type: none"> Action plan for improvement agreed. Implementation: August 08 Monitoring to be carried out through the Corporate Governance Group 	Audit action plan is now being monitored through the Audit Committee
5	To improve the internal controls of those services receiving only partial assurance	Donna Parham	<ul style="list-style-type: none"> To monitor actions are carried out through the Corporate Governance Group The Audit Committee will review the performance of the audit action plans for those services receiving no or partial assurance every 3 months. 	Action plans have been agreed and monitoring is taking place through the Audit Committee
6	Alignment of Key Strategies	Management Board	<ul style="list-style-type: none"> Key strategies will be aligned to ensure linkages are clear and explicit: March 09 	On target
7	To improve Performance Management	Directors	<ul style="list-style-type: none"> Agreement of SMART targets and action plan monitoring by Directors: March 09 	On target