HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: **Officer Governance Working Groups**

Meeting/Date: **Corporate Governance Panel - 27 November 2013**

Executive Portfolio: **Executive Leader**

Report by: **Assistant Director (Finance and Resources)**

Ward(s) affected:

Executive Summary:

This report outlines to the Panel how Chief Officers' Management Team are raising awareness of the importance of good governance and involving a variety of managers in ensuring that governance is at the heart of the Council's activities.

A number of issues were raised with the Panel in the external auditor's ISA260 report on the final accounts and value for money opinion. Some of these related to specific issues whilst mention was also made about a concern that there was also a cultural issue with compliance in some areas.

COMT have considered these issues and are introducing a system of working groups which will effectively address them. The Groups will be up and running by the end of November.

The approach is based on an Officer Governance Board consisting of COMT, the monitoring officer and the internal audit and risk manager. Reporting to this Board will be 6 working groups, each led by a Head of Service or Service Manager who has not got responsibility for that service area as part of their normal role. The working groups are:
- Risk
- Project Management
- Customers
- Culture and Compliance
- Finance
- Procurement

Annex A provides more detail on the main elements to be covered within each working group.

Annex B provides the generic terms of reference. The first task for each group will be to propose bespoke modifications to the Governance Board.

Recommendation:
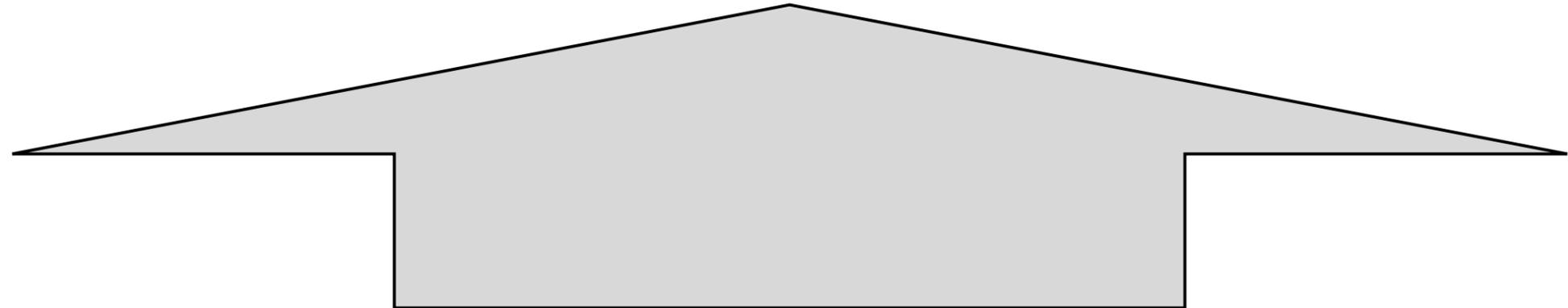   **That the Panel note the changes that COMT are introducing.**

BACKGROUND PAPER: ISA 260
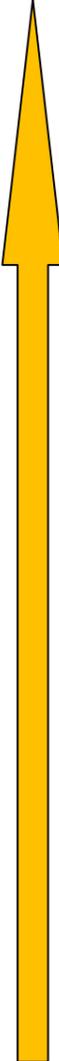
CONTACT OFFICER
Steve Couper Assistant Director (Finance and Resources)
☎ **01480 388103**

GOVERNANCE BOARD

Risk	Project Management	Customers	Culture & Compliance	Finance	Procurement
Risk Management	Rules for Project Management	Customer Focus	Rules	Monitoring	Options
	Integration of projects	Channel Migration	Competency	Revenue	Systems
Health and Safety	Resource Conflicts	Image	Equality	Capital	Compliance
Risk Appetite	Post Implementation Reviews	PR	Ethics	Savings	
			Compliance		
			Monitoring the delivery of audit and Governance actions		
Delivery of audit and other required actions	Delivery of audit and other required actions	Delivery of audit and other required actions	Delivery of audit and other required actions	Delivery of audit and other required actions	Delivery of audit and other required actions
Training	Training	Training	Training	Training	Training
Advice	Advice	Advice	Advice	Advice	Advice

Chairman	Jo Lancaster	Colin Meadowcroft	Sue Lammin	Chris Hall	Eric Kendall	Julia Barber	Simon Bell
	Steve Ingram						
	Steve Couper			Appropriate managers/representatives from relevant services and Staff Council			
	Colin Meadowcroft						
	David Harwood						

Generic Terms of Reference – Governance Board and Teams

Governance Board
Chairman: Managing Director
Membership: Assistant Directors, Monitoring Officer and Audit Manager.

The Board shall:
Define expectations and objectives and monitor performance in the nominated key areas (with the assistance of the Governance Teams) such that it is satisfied that it can provide with confidence, robust assurance to the Corporate Governance Panel on the delivery and effectiveness of the Council's governance, risk and internal control arrangements and functions.

Governance Teams
Chairman: Head of Service or Service Manager appointed by the Managing Director
Membership: Representatives at an appropriate level from relevant service or functional areas.

The Team shall, within their nominated area:
Identify and resolve any risks to compliance with the Council's agreed rules, procedures and processes.
Make or propose changes to the rules, procedures and processes where they consider that this will optimise the balance between sound and effective governance with cost.
Ensure that appropriate advice and training are made available to relevant staff.
Ensure that sufficient reliable information is collected to provide assurance on the soundness and quality of their area to the Governance Board.

Nominated Areas

Risk Management (including Health and Safety)
Project Management
Customer Focus (including channel migration, Image and PR)
Culture and Compliance (including Competency and monitoring the delivery of audit and governance actions)
Finance (Including the monitoring of revenue, capital and savings)
Procurement (including compliance)