

**REPORT FOR: GOVERNANCE, AUDIT &
RISK MANAGEMENT
COMMITTEE**

Date of Meeting: 29th November 2012

Subject: **INFORMATION REPORT – 2011/12
Annual Governance Statement
Action Plan**

Responsible Officer: Tom Whiting - Assistant Chief Executive

Exempt: No

Enclosures: 2011/12 AGS Action Plan

Section 1 – Summary

This report sets out the action planned to close the gaps identified in the 2011/12 Annual Governance Statement.

FOR INFORMATION

Section 2 – Report

- 2.1 The 2011/12 Annual Governance Statement was presented to the GARM Committee on 4th September 2012. Two significant and twelve non-significant governance gaps were identified by the annual governance process and the action plan attached shows the gaps identified, the agreed action (to close the gaps), the responsible officer, the agreed timescale and traffic lights the gap risk for 2012/13.
- 2.2 One of the significant governance gaps identified have been traffic lighted green for 2012/13 indicating that the gap is expected to be closed before the end of the year and the other is traffic lighted amber as, although the action is planned to be implemented by December 2012 we are reliant on CAPITA for this and the Head of the IT Client Team is concerned that the timescale may slip. Seven other governance gaps have also been traffic lighted green. One non-significant governance gap has been traffic lighted amber to indicated that whilst action is planned it may not be fully implemented before the end of the year and four other gaps have been traffic lighted red as action will not be fully implemented before the end of the year.
- 2.3 If everything goes to plan therefore ten governance gaps, including the two significant gaps, will be closed for 2012/13 and four non-significant governance gaps will be carried forward and shown as governance gaps for 2012/13.

Section 3 – Financial Implications

- 3.1 Financial implications have been shown, where relevant, in the action plan attached.

Section 4 – Equalities Implications

- 4.1 There are no equalities implications.

Section 5 – Corporate Priorities

- 5.1 The annual governance process contributes to all the corporate priorities by assessing the robustness of the governance mechanisms that directly or indirectly support these priorities.

Name: Steve Tingle.....



on behalf of the
Chief Financial Officer

Date: 16/11/12

Section 7 - Contact Details and Background Papers

Contact: Susan Dixon, Internal Audit service Manager

Background Papers: None