

**Report for: GOVERNANCE, AUDIT,
RISK MANAGEMENT
and STANDARDS
COMMITTEE**

Date of Meeting:	1 December 2020
Subject:	Draft GARMS Committee Annual Report 2019/20
Responsible Officer:	Dawn Calvert – Director of Finance
Exempt:	No
Wards affected:	All
Enclosures:	Appendix 1 – Draft Annual Report 2019/20

Section 1 – Summary and Recommendations

This report sets out the draft GARMS Committee Annual Report 2019/20 for Council in compliance with the requirements of the GARMS Committee's Terms of Reference.

Recommendations:

The Committee is requested to:

- Consider the draft report attached at Appendix 1;
- Provide any comments/changes required to the report;
- Agree any recommendations the Committee may wish to make as part of the report;
- To delegate to the Head of Internal, following consultation with the Chair, the production of a foreword be added to the report;
- Agree, subject to the above, for the report to be presented to Council.

Section 2 – Report

- 2.1 The GARMS Committee's Terms of Reference requires the committee to:
- report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
 - report to full Council on an annual basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
 - publish an annual report on the work of the committee.
- 2.2 Appendix 1 is the draft report for 2019/20. This is the second annual report and, taking on the committee's comments regarding the length of the first report, the detail explaining the committee's responsibility under each element of its remit has been removed with the intention of appending the committee's Terms of Reference instead to provide this detail. The detailed appendix listing all reports considered by the committee during the year has also be removed and replaced with a summary of reports presented and a flavour of the queries raised by members of the committee in fulfilling their remit.

Legal Implications

- 2.3 Completing an annual report is recommended in CIPFA practical guidance to Local Authorities.

Financial Implications

- 2.4 There are no financial implications to this report.

Risk Management Implications

Risk included on Directorate risk register? Yes/ No
Separate risk register in place? Yes/ No

- 2.5 If an Annual Report is not provided to Council the Committee will not be fulfilling their Terms of Reference and will not be complying with best practice as set out in the CIPFA guidance.

Equalities implications / Public Sector Equality Duty

2.6 Was an Equality Impact Assessment carried out? ~~Yes~~/No (n/a)

Council Priorities

2.7 The GARMS Committee contributes to all the corporate priorities by enhancing the robustness of the control environment and governance mechanisms that directly or indirectly support these priorities.

Section 3 - Statutory Officer Clearance

Statutory Officer:

Signed by the Chief Financial Officer: Dawn Calvert

Date: 17/11/20

Statutory Officer:

Signed on behalf of the Monitoring Officer: Jessica Farmer

Date: 19/11/20

Statutory Officer:

Signed by the Corporate Director: Charlie Stewart

Date: 19/11/20

Mandatory Checks

Ward Councillors notified: ~~YES~~*/ NO*, as it impacts on all Wards

Section 4 - Contact Details and Background Papers

Contact: Susan Dixon, Head of Internal Audit & Corporate Anti-Fraud, 208 424 1420

Background Papers: None.

If appropriate, does the report include the following considerations?

- | | |
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| 1. Consultation | N/A |
| 2. Priorities | N/A |