

**Cheltenham Borough Council**  
**Audit Committee – 10 January 2018**  
**Annual Governance Statement 2016/17**  
**Significant Issues Action Plan**

<b>Accountable member</b>	Cabinet Member Corporate Services, Councillor Roger Whyborn
<b>Accountable officer</b>	Pat Pratley
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>At its meeting on 14<sup>th</sup> June 2017 the Audit Committee approved the Annual Governance Statement (AGS) for 2016/17 and adopted it as part of the Annual Statement of Accounts.</p> <p>The AGS contained a Significant Issues Action Plan and this report identifies progress to improve upon those issues.</p> <p>The Annual Internal Audit Opinion presented to Audit Committee provides an overall assurance opinion at the end of the financial year. This Internal Audit Monitoring Report, however, is designed to give the Audit Committee the opportunity to comment on the work completed by the partnership and provide ‘through the year’ comment and assurances on the control environment.</p>
<b>Recommendations</b>	<b>To note the progress that has been made against the actions</b>
<b>Financial implications</b>	<p>There are no financial implications</p> <p><b>Contact officer: Sarah Didcote, GOSS Business Partner Manager</b>  <a href="mailto:sarah.didcote@cheltenham.gov.uk">sarah.didcote@cheltenham.gov.uk</a> 01242 264125</p>
<b>Legal implications</b>	<p>There are no legal implications</p> <p><b>Contact officer: Peter Lewis, Head of Legal Services, One Legal</b>  <a href="mailto:peter.lewis@tewkesbury.gov.uk">peter.lewis@tewkesbury.gov.uk</a>, 01684 272012</p>
<b>HR implications (including learning and organisational development)</b>	<p>There are no HR implications</p> <p><b>Contact officer: Julie McCarthy</b></p>
<b>Key risks</b>	None arising from this report.
<b>Corporate and community plan Implications</b>	Good governance helps to deliver the Council’s aspirations to be an excellent, efficient and sustainable Council.
<b>Environmental and climate change implications</b>	None

<b>Property/Asset Implications</b>	<b>Contact officer: David Roberts@cheltenham.gov.uk</b>
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## 1. Background

- 1.1** The Accounts and Audit (Amendment) (England) Regulations 2011 and, from 1 April 2015, the Accounts and Audit Regulations 2015 require Councils to conduct an annual review of the effectiveness of its system of internal control, including the arrangements for the management of risk. Following the review, the Council must approve an Annual Governance Statement (AGS).

The AGS reflects on the outcome of that review and identifies any significant issues arising from it. The Audit Committee recommended in June 2017 the approval of the AGS and noted the content of the Significant Issues Action Plan.

## 2. Progress

- 2.1** The 2016/17 Significant Issues Action Plan (Appendix XX) identified five areas of concern:

- Contract Management – compliance matters (2020 / Publica)
- Records Maintenance – Safeguarding Training
- Health & Safety processes – Personal Security
- Publica – Governance
- General Data Protection Regulation (GDPR)

- 2.2** Progress has been monitored through 2017/18 by means of Internal Audit reviews, planned follow-up audits and discussion with Service Managers, the action plan has been updated with the findings.

<b>Report author</b>	<b>Lucy Cater, Assistant Director, South West Audit Partnership</b> <a href="mailto:Lucy.cater@cotswold.gov.uk">Lucy.cater@cotswold.gov.uk</a> / <a href="mailto:lucy.cater@southwestaudit.co.uk">lucy.cater@southwestaudit.co.uk</a> <b>01285 623340</b>
<b>Appendices</b>	1. Significant Issues Action Plan 2016/17