

**CARLISLE
CITY COUNCIL**



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AUDIT COMMITTEE

Committee Report

Public

Date of Meeting: 11th January 2013

Title: CODE OF CORPORATE GOVERNANCE

Report of: Director of Resources

Report reference: RD72/12

Summary:

This report updates Members on the Council's governance arrangements and its systems of internal control in line with CIPFA's Good Governance Framework.

There are no **significant** areas of weakness in the Council's governance arrangements which need to be brought to the attention of Members.

Recommendations:

Members are requested to note the report and the assurances that have been provided with regard to all significant projects undertaken by the Council.

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CITY OF CARLISLE

To: The Audit Committee
11th January 2013

RD72/12

CODE OF CORPORATE GOVERNANCE

1. INTRODUCTION

- 1.1 The Council's Code of Corporate Governance was approved by Council in 2008 in line with the CIPFA/SOLACE Framework document 'Delivering Good Governance in Local Government'.
- 1.2 In line with the framework the Audit Committee have considered any areas of significant weakness in the Council's governance arrangements by reviewing at each meeting of the committee the action plans put in place to ensure that continuous improvement in the system of internal control is addressed.
- 1.3 Furthermore an Annual Governance Statement signed by the S151 Officer, Leader and Chief Executive is prepared which summarises the Council's governance arrangements and which sets out any areas of significant weakness. This is formally approved as part of the audit of the Statement of Accounts process.
- 1.4 Since the original framework was prepared, CIPFA has issued "The Role of the Chief Financial Officer in Local Government" which the Council must consider when preparing its Annual Governance Statement and when ensuring compliance with the 6 principles contained within the Good Governance Framework. An updated guidance note has been consulted upon during 2012/13 with a revised framework being issued by CIPFA in late December.
- 1.5 It is therefore timely to undertake a review of the Council's Code of Governance in the light of this revised guidance and a further report will be prepared for the next Audit Committee which will include a scored matrix as supporting evidence of the Council's governance arrangements.

2. ANNUAL GOVERNANCE STATEMENT & ACTION PLAN

- 2.1 The Annual Governance Statement for 2011/12 highlighted no significant weaknesses in the Council's governance arrangements, nor are there any outstanding issues from previous action plans. There are no new significant issues which need to be brought to Members attention and there are no new areas of risk

arising from the Audit reviews or from the Risk Registers that need to be drawn to Members' attention.

3. SIGNIFICANT CAPITAL PROJECTS

- 3.1 Members have previously considered an Audit report on the Connect 2 Cycle Scheme and as part of the discussions requested assurances that proper project management arrangements were in place for all significant schemes being undertaken, including supporting documentation such as full business cases and risk registers. **Appendix A** attached provides details of all those schemes currently monitored by the Project Assurance Group and the documentation in place for each scheme.
- 3.2 Members should note that the Project Assurance Group has been renamed the Corporate Programme Board (CPB). This new group will have a wider remit to ensure effective governance arrangements on **all** initiatives that support the corporate programme and Carlisle Plan.

This may include corporate projects, transformation projects, procurement projects, IT projects, and evaluating value for money / benchmarking / commissioning / service options set out in projects. All projects will be monitored through CPB, with a tailored approach, depending on the scale and significance of the project.

The aims of the Corporate Programme Board are to:

- Ensure that projects align with the Council's key objectives (Carlisle Plan) and Council policies and procedures
- Ensure quality assurance in the set up of projects
- Ensure sound risk management is applied
- Vet the appropriate start up, delivery, management, control and benefits realisation arrangements
- Monitor the programme of work
- Escalate issues as appropriate

The CPB will be chaired by the Chief Executive and include members of PAG along with representatives from each Directorate and ICT.

4. RECOMMENDATIONS

Members are requested to note the report and the assurances have been provided with regard to all significant projects undertaken by the Council.

PETER MASON
Director of Resources

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Project Documentation for the City Council's significant project				December 2012		APPENDIX A
Project	Business Case or PID	Risk Register	Project Plan	Project Costs	Highlight (update) Reports	Comments
Community Resource Centre	✓	✓	✓	✓	✓	Project just completed.
Dalton Avenue, Raffles		✓		✓	✓	Project Brief received. Note that Carlisle City Council is not the lead partner for this project . Documentation received is appropriate.
Historic Quarter – Castle St Public Realm Improvements	✓	✓	✓	✓	✓	
Old Town Hall Restoration and Repair	✓	✓	✓	✓	✓	
Replacement Families Accommodation	✓	✓	✓	✓	✓	
Kingstown Industrial Estate	✓	✓	✓	✓	✓	
Castle Way Cycle Ramp	Was part of the Connect 2 Cycleway	✓	✓	✓	✓	
Housing Improvement Agency	✓	✓				More detailed costings, of the services to be delivered under the HIA, are currently being established.
Arts Centre						Project Brief received. Business case is currently being developed.
Automating Services Phase 1	✓	✓	✓	✓	✓	