



**Governance & Audit
Committee**

Tuesday 28th November 2023

Subject: Annual Governance Statement 2022/23 Action Plan Update (Areas for Improvement During 2023/24)

Report by:	Assistant Director People & Democratic Services
Contact Officer:	Lisa Langdon Assistant Director People & Democratic & Monitoring Officer lisa.langdon@west-lindsey.gov.uk
Purpose / Summary:	To review the progress with the Annual Governance Statement 2022/23 Action Plan

RECOMMENDATION(S):

That members note ongoing work to implement the Annual Governance Statement Action plan arising from the production of the 2022/23 Annual Governance Statement.

IMPLICATIONS

Legal: The Annual Governance Statement must comply with the Accounts and Audit (England) Regulations 2011

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial: FIN/172/23/SL

There are no implications from this report.

Staffing: There are no implications from this report.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights:

There are no implications from this report.

Data Protection Implications: There are no implications from this report.

Climate Related Risks and Opportunities: There are no implications from this report.

Section 17 Crime and Disorder Considerations: There are no implications from this report.

Health Implications: There are no implications from this report.

Title and Location of any Background Papers used in the preparation of this report:

The Annual Governance Statement 2022/23

Risk Assessment: The Annual Governance Statement includes a review of significant risks and mitigations in its production.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

- 1.1 The Annual Governance Statement is the formal statement of the quality of the Council's governance arrangements, in accordance with the Accounts and Audit (England) Regulations 2011.
- 1.2 In July 2023 (draft) and September 2023 (Final), the Governance and Audit Committee agreed the Annual Governance Statement for 2022/23 and noted the areas identified for improvement to be delivered in 2023/24.

2. Areas for Improvement

2.1 The areas identified for improvement are shown below:

- Loss of key staff – ensure that processes are fully documented, succession plans in place where appropriate, identify activities which are overly reliant on one individual
- Financial settlement – continue to update the MTFs as we gain greater certainty on the level of funding for future years.
- Continue the review of corporate procurement procedures (carried forward from last year). The Council historically has bought in services from Lincolnshire Procurement but due to recruitment issues they can only provide a limited service.

3 The Action Plan

- 3.1 Progress is being made across the identified areas, further detail is contained in the table below:
- 3.2 Members will receive a final closure report in July 2024, along with the draft Annual Governance Statement for 2023/24.

Annual Governance Statement 2022/23 Action Plan – to be delivered during 2023/24

Description	Action Taken	Action to be Taken	Officer	BRAG
<p>Loss of key staff – ensure that processes are fully documented, succession plans in place where appropriate, identify activities which are reliant on one individual</p>	<ul style="list-style-type: none"> • Business / service plans in place for services. • Key processes are being documented as part of T24 reviews. • Business continuity plans are in place for all services. • Where possible handover is allowed between staff changeover to ensure that key organisational knowledge is captured. 	<p>Continuation of T24 reviews to encompass all service areas.</p> <p>Business Continuity Plans to be updated.</p>	<p>Lisa Langdon</p>	<p>Amber</p>
<p>Financial settlement – continue to update the Medium Term Financial Strategy (MTFS) as we gain greater certainty on the level of funding for future years</p>	<p>The MTFS has been updated on an ongoing basis and we have built in all information known from Policy Statements into future years.</p>	<p>New MTFS to be pulled together post November Autumn Statement New savings programme implemented.</p>	<p>Emma Foy</p>	<p>Amber</p>
<p>Continue the review of corporate procurement procedures (carried forward from last year). The Council historically has bought in services from Lincolnshire Procurement but due to recruitment issues they can only provide a limited service.</p>	<p>The Council utilises the services they do provide. Internal resource deliver low level procurement and external resources are utilised as and when needed.</p>	<p>To understand the future capacity of Lincs procurement function to determine whether to continue with the current arrangement.</p>	<p>Emma Foy</p>	<p>Amber</p>

