

Corporate Audit and Risk Management

Corporate Governance Audit Briefing Note

Introduction and Scope

We will be undertaking a review of the Council's Corporate Governance arrangements.

The Audit Commission has given the Council assurance that its governance framework is fit for purpose. Our review will therefore focus on the practical operation of the framework, and will consider it against the needs of the Council's Operational Strategy.

Outcomes

The outcomes from the audit work will be:

- An opinion on the whether or not the framework works in practice
- An assessment as to whether or not the framework is likely to remain fit for purpose in the future, in particular that it meets the needs of the Council's Operational Strategy.

Approach

We plan to commence the audit during May 2011, and the work will be undertaken by:

- Lucy Pledge – Head of Audit and Risk Management
- Ashley Simons – Senior Auditor

To help us assess how the governance framework is working we will attend the following meetings or groups:

- Executive and the Informal Executive
- Leaders and Group Leaders Meetings
- Portfolio Holder and Shadow Portfolio Holder Meetings
- Overview & Scrutiny Management Committee
- Value for Money Scrutiny Committee
- Highways, Transport and Technology Scrutiny Committee
- Strategic Planning Scrutiny Sub-Committee
- Planning & Regulation Committee
- Standards Committee
- Audit Committee
- Management Board
- Directorate Management Teams

We will also review supporting documentation, discuss how they operate and the outcomes with members of the groups/meetings

Our findings will be reported to the Governance Group, and we will identify with them any actions to be taken.

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Corporate Governance Audit

Formal Governance Arrangements (Hard Governance)
<p>Executive Comprising 10 members, responsible for making decisions for the delivery of the budget and policy framework as established by the Council.</p>
<p>Overview & Scrutiny Management Committee The 67 members not on the Executive are members of the 8 scrutiny committees which review and develop policy, scrutinise the decisions of the Executive and Officers, and monitor performance. Each scrutiny committee has a specific theme.</p> <p>The Overview & Scrutiny Management Committee co-ordinates, monitors and guides the workload of the scrutiny committees resulting from call-ins on decisions made by the Executive. It also reviews the Council's overall performance and monitors the budget.</p>
<p>Value for Money Scrutiny Committee 1 of the 8 scrutiny committees, scrutinises and reviews decisions made in respect of value for money, resource management and the capital programme.</p>
<p>Strategic Planning Scrutiny Sub-Committee A sub-committee of the Overview & Scrutiny Management Committee, supports the preparation of the Minerals and Waste Local Development Framework, the Local Transport Plan and the Economic Development Strategy, is only convened to consider and support these matters.</p>
<p>Planning & Regulation Committee Reviews and determines planning applications for Mineral, Waste and County Council Developments.</p>
<p>Standards Committee Manages the standards and conduct of councilors and non-elected members. Monitors and assesses the Code of Conduct and oversees any breaches to the code.</p>
<p>Audit Committee Monitors the Council's risk management and corporate governance arrangements, and oversees the production of the Council's Annual Governance Statement</p>
Informal Governance Arrangements (Soft Governance)
<p>Informal Executive Informal meeting of the Executive and the Management Board to discuss and shape at</p>

an early stage policy, strategy and key decisions.

Leaders Meeting

Weekly meetings between the Leader and officers to discuss, and provide advice, on key developments, issues and decisions, and determine media response.

Group Leaders Meeting

Meeting of the Chief Executive and others with the Leader, Deputy Leader and other Group Leaders to discuss current issues. Opportunity to keep all groups up to date.

Portfolio Holder Briefing

Meetings between Executive Directors and portfolio holders for their areas of responsibility to discuss forthcoming issues.

Shadow Portfolio Holder Briefing

As above with shadow portfolio holders.

Management Board

Comprises the Chief Executive and Executive Directors.
Provides management leadership on matters of collective interest and drives corporate development of the organisation. Discuss and agree actions in respect of all significant current Council matters and issues in accordance with rolling work programme/forward agenda.

.Sub groups established as required to deal with specific topics.

Extended Management Team

Management Board meeting with Assistant Directors and Heads of Service.

Directorate Management Teams

Comprises Executive Director and Assistant Directors.
Discuss and agree actions in respect of all matters of relevance to the Directorate including staffing, performance, budgets and matters to be referred to/discussed by the Management Team/Board.

LCC DECISION-MAKING STRUCTURE

