

**Wiltshire Council
Constitution
Protocol 10
Governance Reporting
Arrangements**

PROTOCOL 10

Governance Reporting Arrangements

	Governance Area	Executive Responsibility	Non - Executive Lead Committee	Activity – Terms of Reference	Other Interested Committees *
1.	Business Corporate -Plan - Performance	Cabinet (Council approves Plan)	Overview and Scrutiny	Review and scrutinise	Audit and Governance Standards
2.	Medium Term Financial Strategy (MTFS)	Cabinet (Council approves MTFS)	Overview and Scrutiny	Review and scrutinise	Audit and Governance
3.	Budget Setting	Cabinet (Council approves budget)	Overview and Scrutiny	Review and scrutinise	Audit and Governance
4.	Budget Monitoring	Cabinet	Overview and Scrutiny	Review and scrutinise	Audit and Governance
5.	Annual Statement of Accounts	Cabinet	Audit and Governance	Review and approve	Overview and Scrutiny
6.	Financial Management	Cabinet	Audit and Governance	Review to ensure arrangements for financial management are adequate and effective	Overview and Scrutiny
7.	Corporate governance, risk management and internal control	Cabinet	Audit and Governance	Monitor and review effective development and operation; receive progress reports.	Overview and Scrutiny
8.	Annual Governance Statement (AGS)	Cabinet Leader and Chief Executive sign AGS	Audit and Governance	Oversee process, review supporting evidence and approve AGS	Contributions from standards – ethical governance and Overview and Scrutiny
9.	Anti-fraud and Corruption Policy	Cabinet	Audit and Governance	Monitor development and implementation	Standards Overview and Scrutiny

10.	Internal Audit	Cabinet	Audit and Governance	<ul style="list-style-type: none"> - Approve terms of reference and strategy and annual internal audit plan; - Monitor and review effectiveness of internal audit; - Consider annual report and opinion of Head of Internal Audit, summary on internal audit activity and level of assurance it provides on corporate governance; - Consider specific internal audit reports as requested and monitor implementation of agreed actions. 	<p>Overview and Scrutiny</p> <p>Standards – ethical governance issues</p>
11.	External Audit	Cabinet	Audit and Governance	<ul style="list-style-type: none"> - Comment on external audit plan - consider relevant reports and report to those charged with governance; - Comment on scope and depth of external audit work and ensure it gives value for money - Monitor implementation of actions arising from external audit. - Consider issues arising from external audit of accounts 	<p>Overview and Scrutiny</p> <p>Standards – ethical governance issues</p>
12.	Audit and Inspection Letter	Cabinet	<ul style="list-style-type: none"> a. Overview and Scrutiny b. Audit c. Standards – ethical governance issues 		
13.	Constitution	Council	Standards	<u>Oversight of the Constitution and recommending any changes to full Council</u>	<u>Audit and Governance Committee consulted</u>

					<p>on financial rules and regulations</p> <p>All other committees</p> <p>Constitution Focus Group may be asked to consider and advise on any proposed changes to the Constiution</p>
14.	Promoting and maintaining high standards of conduct : officers and members	Cabinet	Standards	<p>- Advising and providing training on Code of Conduct;</p> <p>-Granting dispensations;</p> <p>-Dealing with complaints under the Code of Conduct.</p>	Staffing Policy Committee – Officer disciplinary hearings and any recommendations for wider learning
15.	Whistleblowing Policy	Cabinet	Standards	Overview of policy development and implementation	Possible issues for Audit and Governance , Standards and Overview and Scrutiny
16.	Corporate Complaints Handling and Local Government and Social Care Ombudsman Investigations	Cabinet	Standards	<p>- Overview;</p> <p>- Review implementation of recommendations by Ombudsman</p>	Possible issues for Overview and Scrutiny and Audit and Governance Committee
17.	Partnership Governance of partnership working	Cabinet	Audit and Governance	Review effectiveness of partnership governance of partnership working arrangements as part of AGS process	Overview and Scrutiny – review partnerships Standards, ethical governance in relation to partnerships
18.	Safeguarding and looked after children	Cabinet	Children’s Select Committee	Ensuring safeguarding responsibilities	Corporate Parenting Panel Safeguarding Children and Young People Panel

					Safeguarding Children and Young People Task Group
19.	Heath, wellbeing and social care	Cabinet/Health and Wellbeing Board	Health Select Committee	Ensuring health, wellbeing and social care responsibilities	
20.	Policing and Community Safety	Cabinet	Police and Crime Panel	Holding Police and Crime Commissioner to account	Overview and Scrutiny
21.	Swindon and Wiltshire Local Enterprise Partnership (SWLEP)	Cabinet	Joint Strategic Economic Committee Audit and Governance Committee	Democratic accountability, review effectiveness of SWLEP governance framework	Overview and Scrutiny - LEP Joint Scrutiny Task Group
22	Stone Circle Companies	Cabinet (representing the Council as shareholder)	The role of Audit and Governance and Overview and Scrutiny Committees will be considered as part of the review of the governance arrangements for the Stone Circle companies on which Cabinet will be updated in July 2021.		
* The Overview and Scrutiny Management Committee will work with the Audit and Governance Committee to refer matters of governance for further review. Likewise, the Audit and Governance Committee can refer					

matters arising from its remit that have a specific impact or risk to the Council's policy or operation to the Management Committee to consider the need for review. (Pargarpgh 6.5 Article 6 of Part 2 of the Constitution)

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