

## GOVERNANCE AND REPORTING ARRANGEMENTS

<b>Governance Area</b>	<b>Stakeholders</b>	<b>Responsible Committee</b>	<b>Reviewing/ Scrutinising Committees</b>	<b>Implementation Responsibility</b>	<b>Reporting Responsibility</b>
Risk management	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Senior managers</li> <li>• Overview &amp; Scrutiny</li> <li>• CLT</li> <li>• Corporate Risk Management Group</li> <li>• Elected members</li> <li>• Final Accounts &amp; Audit Committee</li> </ul>	1. Final Accounts & Audit (oversight) 2. Cabinet (highlight report and management of significant risks)		1. CLT (management of strategic risks) 2. Risk Manager 3. All other officers (identifying risks and contributing to risk registers)	1. Risk Manager 2. Director of Resources
Equality & Diversity	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity Steering Group</li> <li>• HR</li> <li>• Cabinet</li> <li>• Wiltshire Race Equality Council</li> <li>• All staff</li> <li>• Public</li> <li>• BME staff forum</li> <li>• Disabled staff forum</li> </ul>	Cabinet (strategic direction) Staffing Policy Committee (staffing matters)	Overview & Scrutiny	CLT	1. Equality & Diversity Officer 2. Director, Dept of Community Services

	<ul style="list-style-type: none"> <li>• CLT</li> </ul>				
Constitution	<ul style="list-style-type: none"> <li>• Council</li> <li>• Cabinet</li> <li>• Senior officers</li> <li>• Member and Democratic Services</li> <li>• Standards Committee</li> <li>• Public</li> </ul>	<ol style="list-style-type: none"> <li>1. Standards Committee (oversight and recommendations for amendments)</li> <li>2. Council (decision on Standards Committee recommendations)</li> </ol>			Monitoring Officer
Officer conduct – promotion of high standards	<ul style="list-style-type: none"> <li>• All officers</li> <li>• HR</li> <li>• Senior managers</li> <li>• Standards Committee</li> <li>• Public</li> <li>• Staffing Sub-Committee</li> <li>• Cabinet</li> <li>• CMT</li> </ul>	Standards Committee (strategic direction and oversight of implementation)	Staffing Sub-Committee (disciplinary hearings and recommendations for wider learning, if applicable)  Final Accounts & Audit (composite annual report – contributes to SIC)	CMB (operational issues)	<ol style="list-style-type: none"> <li>1. Corporate Standards Manager</li> <li>2. Director Dept. of Resources</li> </ol>
Whistleblowing	<ul style="list-style-type: none"> <li>• All officers</li> <li>• Standards Committee</li> <li>• Public</li> <li>• HR</li> <li>• Monitoring Officer</li> <li>• Chief Executive</li> <li>• Head of Internal Audit</li> </ul>	Standards Committee (strategic direction and oversight of implementation)	Final Accounts and Audit (composite annual report on implementation – contributes to SIC)	CMB – operational issues arising from investigation reports	<ol style="list-style-type: none"> <li>1. Corporate Standards Manager</li> <li>2. Director, Dept. of Resources</li> </ol>
Statement of Accounts	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Council</li> <li>• Final Accounts</li> </ul>	Final Accounts & Audit (to approve)			Chief Financial Officer

	<ul style="list-style-type: none"> <li>and Audit</li> <li>• CMT</li> <li>• Public</li> <li>• Budget holders</li> <li>• Audit Commission</li> <li>• Senior Finance Forum</li> </ul>				
Budget Monitoring	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Council</li> <li>• Final Accounts and Audit</li> <li>• CMT</li> <li>• Public</li> <li>• Budget holders</li> <li>• Audit Commission</li> <li>• Performance group</li> <li>• Senior Finance Forum</li> </ul>	Cabinet (strategic direction & significant operational issues)	Overview & Scrutiny Budget Task Group	1. CLT (operational issues)  2. DMTs (operational issues)	1. Chief Financial Officer  2. Director, Dept. of Resources
Member conduct – promotion of high standards and conduct of investigations	<ul style="list-style-type: none"> <li>• Standards Committee</li> <li>• Members</li> <li>• Standards Board for England</li> <li>• Group leaders</li> <li>• Public</li> </ul>	Standards Committee	Council (in the event that a member is suspended or disqualified)		Monitoring Officer
Statement on Internal Control	<ul style="list-style-type: none"> <li>• Final Accounts and Audit</li> <li>• Internal Audit</li> <li>• Audit Commission</li> <li>• CMT</li> </ul>	1. Final Accounts and Audit (approval, oversight and implementation)  2. Cabinet (highlight report and management of	Standards Committee (ethical governance issues arising)	CLT	1. Joint report – Chief Internal Auditor and Head of Legal & Democratic Services

	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Senior Managers</li> <li>• Council</li> <li>• Public</li> <li>• SIC Management Group</li> </ul>	significant issues)			2. Director, Dept. of Resources
Annual Audit & Inspection Letter	<ul style="list-style-type: none"> <li>• Final Accounts &amp; Audit</li> <li>• Internal Audit</li> <li>• Audit Commission</li> <li>• CLT</li> <li>• Cabinet</li> <li>• Senior Managers</li> <li>• Council</li> <li>• Public</li> <li>• SIC Management Group</li> </ul>	1. Final Accounts & Audit Committee 2. Cabinet	Standards Committee (ethical governance issues arising)	CLT (issues arising)	1. Audit Commission 2. Chief Executive
Financial Strategy and Budget Setting	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Council</li> <li>• CLT</li> <li>• Public</li> <li>• Finance team</li> <li>• Budget holders</li> <li>• Performance and Monitoring Steering Group</li> </ul>	1. Cabinet (approval of medium term financial strategy and financial plan and strategic direction of annual budget) 2. Council (approval of budget)	Overview and Scrutiny Budget Task Group	CLT	1. Chief Financial Officer 2. Director, Dept. of Resources
Corporate Plan	<ul style="list-style-type: none"> <li>• Cabinet</li> <li>• Council</li> <li>• CLT</li> </ul>	1. Cabinet 2. Council	Overview & Scrutiny (Performance Group)	CLT	1. Assistant Director (Performance &

	<ul style="list-style-type: none"> <li>• Public</li> <li>• Finance</li> <li>• Budget holders</li> <li>• Performance group</li> <li>• Community Planning</li> <li>• <i>Senior managers</i></li> </ul>				Review) 2. Chief Executive
Corporate Asset & Investment Strategy and Corporate Asset & Investment Plan	<ul style="list-style-type: none"> <li>• Council</li> <li>• Cabinet</li> <li>• Public</li> <li>• County Farms</li> <li>• Property Services</li> <li>• Capital Asset Board</li> <li>• CLT</li> </ul>	Cabinet		CLT	1. Strategic Property Services Manager  2. Director, Dept. of Environmental Services
Partnership Governance	<ul style="list-style-type: none"> <li>• Council</li> <li>• Cabinet</li> <li>• Public</li> </ul>	Wiltshire Compact Board  Cabinet  Council		CLT	1. Head of Legal & Democratic Services  2. Chief Executive
Anti-Fraud & Corruption	<ul style="list-style-type: none"> <li>• All officers</li> <li>• Standards Committee</li> <li>• HR</li> <li>• Monitoring Officer</li> <li>• Chief Executive</li> <li>• Head of Internal Audit</li> <li>• Public</li> </ul>	Standards Committee	Final Accounts & Audit (composite annual report, contributes to SIC)		1. Chief Internal Auditor  2. Director, Dept. of Resources