CORPORATE GOVERNANCE REVIEW TIMETABLE

1.0. Purpose of report

To enable the Finance Cttee to make recommendations to Town Council on the above.

2.0. Background

2.1. As part of the submission of the Annual Governance and Accountability Return (AGAR) each May/June, the Town Council is required to consider approving the 8 Annual Governance assertions as follows:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* ✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

2.2 In practice this means that, prior to the approval and submission of the AGAR (which must be with the External Auditor before 30th June 2019 and therefore is considered at either the May or June Town Council meeting), the Town Council should undertake the following activities each year.

a) Risk Management Review

b) Insurance Cover Review

c) Health and Safety Risk Assessment review

d) Standing Orders and Financial Regulations review

e) Internal Audit Review

f) Financial Risks and Reserves Policy review (to determine level of general reserves required for next year's budget)

g) Asset Register review

h) Capital projects and long term financial planning review (to make provision in next year's budget)

h) Review of all Internal Control Measures (to sign Statement of Internal Control)

2.3. These activities are/should be summarised in the Statement of Internal Control which is approved and signed by the Town Council immediately prior to considering the Annual Governance Statements.

2.4. Historically a limited number of the review activities detailed above have taken place, and usually were conducted at a single Committee meeting (previously Internal Audit & Policy, now Finance & Policy) prior to the Town Council meeting to approve the AGAR. This therefore became a very onerous and lengthy meeting for both the Committee and subsequently the Town Council. In order to ensure that all Councillors feel able to devote the proper time to consider this matter prior to approving the Annual Governance Statements, it would seem prudent to stagger the work entailed throughout the course of the financial year.

3.0 Proposed Timetable For Corporate Governance Review

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Statement of Internal Control												
AGAR												
Internal Audit review												
Appt Int Auditor												
Annual Risk Mgt												
Insurance Review												
Capital Projects												
Financial Risks And Reserves												
Investments Review												
Budget												
Financial Regulations Standing Orders												
H & S Risk Assessments												
Asset Register												
Internal Control review (all)												

Significant dates for information:

Financial Year	*1st April to 31st March*
Council Municipal Year	*Mid May – Mid May (Annual Town Meeting)*
Insurance Renewal	*August*
Interim Internal Audit	*Sept/Oct*
Budget Process	*November – KMF//KIB grants, Cttee/Activity budgets, capital projects*
	December – Draft Budget including movement to and from reserves
	January Budget and Precept Approval
Ellis Whittam Annual H & S Review	*March*
End of Year Accountant	*April*
Final Internal Audit	*April/May*
AGAR to External Auditor	*By 30th June*

RECOMMENDATIONS

(i) To consider the specified corporate governance activities and make recommendations for these and/or additional activities

(ii) To determine a timetable for corporate governance review activities