



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	AUDIT AND GOVERNANCE COMMITTEE – 23 July 2024
Subject	ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2024/25 UPDATE
Wards affected	All
Accountable member	Cllr Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Robert Weaver, CEO Email: Democratic@Cotswold.gov.uk
Report author	Cheryl Sloan, Business Manager, Governance, Risk & Business Continuity Email: Democratic@Cotswold.gov.uk
Summary/Purpose	This report presents the Audit and Governance Committee with a draft Annual Governance Action plan for 24/25
Annexes	Annex A – Annual Governance Statement Action Plan 2024/25
Recommendation(s)	That the Audit and Governance Committee resolves to: <ol style="list-style-type: none">1. Approve the Annual Governance Action Plan for 24/252. Note associated progress updates
Corporate priorities	All
Key Decision	NO
Exempt	NO
Consultees/ Consultation	NA



1. EXECUTIVE SUMMARY

- 1.1 To provide the Audit and Governance Committee with a draft Annual Governance Action Plan for 24/25 and to present progress made against the actions to date.

2. BACKGROUND

- 2.1 The Audit and Governance Committee is the Committee of the Council charged with overseeing governance.
- 2.2 Regulation 4 of The Accounts and Audit Regulations 2011 require the Council to produce an Annual Governance Statement (AGS), setting out the Council's governance arrangements.
- 2.3 Every year the Council reviews and updates the Annual Governance Statement. From the statement, an action plan is developed which identified areas for improvement to be delivered the following financial year to further improve Council Governance Arrangements.
- 2.4 Audit and Governance Committee members are invited to comment on the draft action plan as set out in Annex A. The Leader and Chief Executive will review any comments received prior to finalising and signing the Annual Governance Statement.
- 2.5 The draft AGS for 2024/25 will be included within the approved Annual Statement of Accounts.

3. MAIN POINTS

- 3.1 There are 10 key actions within the 2024/25 action plan, this includes any carry over actions from the 2023/24 action plan. The actions include the following:
- Freedom of Information
 - Complaints Process
 - New service delivery models
 - Council Constitution and Code of Corporate Governance
 - Emergency Planning and Business Continuity
 - Risk Management
 - Financial Management
 - Procurement
 - Peer Review
 - Legislative Changes
- 3.2 The plan identifies the specific tasks that will be undertaken in the respective areas of focus and sets timescales for their completion. The Action Plan will also include a RAG (Red-Amber-Green) rating to show whether the actions are 'on target', 'off target but action being taken to ensure delivery', or 'off target and no action has yet been agreed to resolve the situation'.



3.3 As this is a new action plan, there are minimal progress updates included with this report. Progress updates will be reported to the Audit and Governance Group through the 24/25 financial year.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from this report.

5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from this report.

6. RISK ASSESSMENT

6.1 If the Council's governance arrangements are weak then Council is at risk of failing to safeguard the use of public funds. In turn this would lead to poor external assessments, damaging the reputation of the Council. The areas of focus for the 2024/25, as identified in the AGS, provides a clear set of priorities for the continual improvement of governance and mitigation of risk.

7. EQUALITIES IMPACT

7.1 An equalities impact assessment is not required for this report.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

8.1 There are no climate or ecological emergency implications arising directly from this report.

9. BACKGROUND PAPERS

9.1 None.

(END)