



**COTSWOLD**  
DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>AUDIT AND GOVERNANCE COMMITTEE – 27 May 2025</b>
Subject	<b>ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2024/25 UPDATE</b>
Wards affected	All
Accountable member	Leader of the Council Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>
Accountable officer	Robert Weaver, CEO Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>
Report author	Cheryl Sloan, Business Manager, Governance, Risk & Business Continuity Email: <a href="mailto:Democratic@Cotswold.gov.uk">Democratic@Cotswold.gov.uk</a>
Summary/Purpose	This report presents the Audit and Governance Committee with a progress update for the 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: 1. Note the progress updates
Corporate priorities	All
Key Decision	NO
Exempt	NO
Consultees/ Consultation	NA

## **1. EXECUTIVE SUMMARY**

- 1.1** To present the Audit and Governance Committee with a progress update against the Annual Governance Action Plan for 24/25.

## **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.

## **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 also includes 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' and grey where actions are now complete.

- 3.3** All actions are either complete or Amber. Where actions have been high-lighted as Amber, this is not because the action has not been completed, but where there are elements of the action which will need to be carried over into next financial year.
- 3.4** Work is now underway to produce the 25/26 Annual Governance Action Plan, which will be included in the Statement of Accounts.

#### **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** The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- Annual Governance Statement 2023/24
- Statement of Accounts for 2023/24

**9.2** These documents will be available for inspection online at [www.cotswold.gov.uk](http://www.cotswold.gov.uk) or by contacting democratic services [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) for a period of up to 4 years from the date of the meeting.

**9.3** These documents will be available for inspection online at [www.cotswold.gov.uk](http://www.cotswold.gov.uk) or by contacting democratic services [democratic@cotswold.gov.uk](mailto:democratic@cotswold.gov.uk) for a period of up to 4 years from the date of the meeting.