



# **ANNUAL GOVERNANCE STATEMENT**

**APRIL 2007 – MARCH 2008**

**AYLESBURY VALE DISTRICT COUNCIL**  
**ANNUAL GOVERNANCE STATEMENT 2007/08**

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## **Annual Governance Statement**

### **1. Scope of responsibility**

- 1.1. Aylesbury Vale District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Aylesbury Vale District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2. In discharging this overall responsibility, Aylesbury Vale District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
- 1.3. Aylesbury Vale District Council's arrangements for ensuring good Corporate Governance are embedded in its constitution, policies and procedures. It has not approved and adopted a separate single code of corporate governance. However the principles to which the Council operates are intended to be consistent with those contained in the CIPFA / SOLACE Framework *Delivering Good Governance in Local Government*. Copies of the Council's principal policies and codes of practice can be consulted on its web site. ([www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)) A list of the more significant documents is attached at Appendix A.
- 1.4. This Annual Governance Statement explains how Aylesbury Vale District Council has complied with the principles of corporate governance and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) [England] Regulations 2006 in relation to the publication of a statement on internal control.

### **2. The purpose of the governance framework**

- 2.1. The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

- 2.2. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risk to the achievement of Aylesbury Vale District Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **3. The governance framework**

- 3.1. The governance framework has been in place at Aylesbury Vale District Council for the year ended 31 March 2008 and up to the date of approval of the Annual Governance Report and Statement of Accounts.

The following paragraphs include the key elements of the governance framework:

#### **3.2. Identifying, communicating and reviewing the Council's vision and outcomes**

- 3.2.1. Following the election in May 2007, Cabinet agreed to review the strategic priorities and develop a new corporate plan to come into effect from April 2008.

- 3.2.2. A new vision for the district was agreed under which a number of key aims and objectives were identified. These are set out in the Corporate Plan. The new priorities are communicated to the public primarily through the District Link magazine, the website and the media.

- 3.2.3. In developing the corporate plan the Council has taken into account national and local issues affecting the district in its medium and long term future, as well as feedback from the community through consultation exercises undertaken in 2006 and 2007. The issues include: the projected housing growth; the economic potential of the district; building vibrant communities; the desire to protect and enhance the countryside; and a concern for quality and efficiency.

#### **3.3. Measuring the quality of services for users**

- 3.3.1. The Business Transformation Programme was revised in 07/08 and projects identified which would deliver improved customer value and widen access channels for a range of services. A major focus for this programme is a series of Vanguard Reviews. These follow the

principles of the Vanguard organisation which promotes the lean thinking and operation model working very much from the customer perspective to reduce processing time and process stages.

- 3.3.2. Project Based Activity – in 2007/08 the council set up a Strategic Investment Board(SIB) to oversee the evaluation of project proposals and the allocation of funding. The first activity was to undertake a complete review and restructuring of the Council's capital programme testing items for compliance with corporate objectives, business case validity, service development contribution and affordability within the resource availability assessment. A much changed capital programme resulted and has now been adopted by Council. The SIB will continue to operate managing capital investment and ensuring proper evaluation of new proposals.
- 3.3.3. The Council has a Procurement Strategy and a set of Contract Procedure Rules which were updated and came into effect on 1 January 2007. The strategy sets out the framework for how goods, works and services are procured. The strategy is in line with the Council's aims and objectives and principles of best value.
- 3.3.4. Scrutiny is central to the decision making processes of the Council and each Scrutiny Committee produces an annual report of its work. Scrutiny is primarily concerned with improving services for people in Aylesbury Vale. For example, in 07/08 scrutiny considered issues relating to the district being designated as a growth area.
- 3.3.5. Benchmarking takes place to compare costs and quality of services with other authorities including those that have a similar geographical spread. A report to Corporate Team includes the development of actions plans to address areas of weakness.

#### **3.4. Roles and responsibilities of Members and Officers**

- 3.4.1. The Council's Constitution sets out the roles of and relationships between the full Council, the Cabinet and Scrutiny and other Committees in the policy and decision making process and sets out their legal requirements. It also sets out a record of what responsibility each Council body or individual has for particular types of decisions or for decisions relating to particular areas or functions. The Constitution requires that all decisions taken by or on behalf of the Council will be made in accordance with the principles set out in the Constitution.
- 3.4.2. The Constitution also sets out how the public can access the decision making process and the Cabinet's Forward Plan of decisions sets out what consultation will be undertaken before a decision is taken and with whom. Many of the responsibilities of the Council committees require statutory consultation to precede a decision being taken.

3.4.3. The Constitution was subject to review during 2007/08 with refinements approved by Council at its meeting in March 2008.

### **3.5. The standards of behaviour for members and staff**

3.5.1. Member and Officer behaviours are governed by Codes of Conduct which are set out in the Constitution. The Member Code of Conduct was updated in May 2007.

3.5.2. The Constitution also includes a Member/Officer protocol which describes and regulates the way in which Members and Officers should interact to work effectively together. This was reviewed by Scrutiny Committee in September 2007 and consultation on the proposed amendments has taken place with members and staff side representatives. An updated protocol will be approved in October 2008.

### **3.6. Standing orders, Financial Regulations and Schemes of Delegation**

3.6.1. The constitution sets out the scheme of delegation and the Contract Procedure Rules and guidance.

3.6.2. Financial procedure notes and manuals are checked at key financial audits. Some areas are also producing formal flowcharts as part of the Vanguard review process.

### **3.7. Role of the Audit Committee**

3.7.1. The Audit Committee was created as a full committee of the Council after the local government elections held in May 2007. Its terms of reference, structure, composition and work programme have been developed with reference to the guidance issued by CIPFA in 2005, "Audit Committees: Practical Guidance for Local Authorities".

### **3.8. Compliance with relevant laws and regulations, internal policies and procedure**

3.8.1. Ensuring compliance with established policies, procedures, laws and regulations involves a range of measures which include:

- Notification of changes in the law, regulations and practice to Directorates;
- Awareness, understanding and training carried out by internal officers and external experts;
- The drawing up and circulation of guidance and advice on key procedures, policies and practices;

- Proactive monitoring of compliance by relevant key officers including the Section 151 Officer (Head of Finance) and the Monitoring Officer (Head of Legal Services).
- 3.8.2. Compliance with the new or revised policies is monitored by the relevant key officers and is incorporated in the Internal Control Checklist completed by each Directorate.
- 3.8.3. Internal Audit reviews compliance and outstanding issues are reported to Audit Committee. The Probity Group (see section 4.8.4) looks at emerging issues and non-compliance from any source.
- 3.8.4. Under Section 5 of the Local Government and Housing Act 1989 the Monitoring Officer is required to report to the Council where, in his/her opinion, a proposal, decision or omission by the Council, its Members or Officers is or is likely to be unlawful and also to report on any investigation by the Local Government Ombudsman. It has not been necessary for the Monitoring Officer to issue a formal report for the year 2007/08.
- 3.8.5. The Section 151 officer also has a legal responsibility to issue formal reports if they have particular concerns about the financial arrangements or situation of the Council. No such formal reports have been issued during the 2007/08 financial year.

### **3.9. Risk Management Arrangements**

- 3.9.1. The Council has in place a process for identifying, assessing, managing and reviewing the key areas of risk and uncertainty that could impact on the achievement of the Council's objectives and service priorities. Risk management is an integral part of the business planning process.
- 3.9.2. A corporate risk register is in place that is owned and reviewed by Corporate Team. Service Risk Registers are owned and reviewed by each Head of Service with their management teams on a regular basis.
- 3.9.3. Risk Management in projects is a standard defined in the Corporate Project Management Guidelines and includes the requirement for a risk assessment as part of the business case and a risk register to be maintained as part of the project managers responsibilities.

### **3.10. Whistle-blowing and Complaints procedures**

- 3.10.1. The Contract Regulations require officers preparing contracts to consider including references to AVDC's Confidential Reporting

Policy. Copies of the policy itself are available on the AVDC web site and are provided to staff when they join the Council.

3.10.2. There is a Customer Compliments/Complaints Procedure which includes a publication for the public which explains the process. There are also detailed procedures for staff who are dealing with a complaint. Complaints about Members are monitored centrally and reported to the Standards Committee every six months.

3.10.3. The Standards Committee considers any complaints made against councillors relating to breaches of the code of conduct.

### **3.11. Member and Officer Development needs**

3.11.1. A Programme of training and induction for newly elected members was implemented following the elections in May 2007. A training and evaluation report was reported to the Standards Committee in January 2008 and a report on the wider induction programme to Group Leaders in February 2008.

3.11.2. Directors and Heads of Service development needs are identified through the appraisal process. There is a specific set of competencies for Heads of Service.

3.11.3. The training and development programme recognises the specific needs of senior managers. There is a programme of training courses which includes participation in the MKOB Strategic Leadership Programme

### **3.12. Communication and Consultation with the public and other stakeholders**

3.12.1. The Council's Community Involvement and Consultation Strategy was updated in July 2007. This sets out how the Council will engage with the community and stakeholders.

3.12.2. The Communication and Marketing Service takes the lead in meeting the Council's consultation targets as specified by the Government as well as co-ordinating, supporting and acting as a central consultation point for specialist advice and quality control.

3.12.3. The representational and scrutiny role of members is growing within the consultation process in terms of their formal involvement in local community initiatives.

3.12.4. The Council uses a number of channels to both consult and communicate with the community and other stakeholders. Consultation methods range from quantitative self-completion questionnaires to focus groups depending on the target



audience and the objectives of each consultation project. Regular communication channels include the residents' magazine delivered to all households, a proactive media relations programme (radio, TV, newspapers), parish and community noticeboards, and information stands in 60 locations throughout the district. The Council's website has also been re designed and relaunched to improve access to information and services.

### 3.13. **Governance Arrangements for Partnerships**

3.13.1. Article 1 of the constitution commits the Council to providing community leadership in partnership with local people and businesses and effective and transparent decision-making; and to improving the delivery of services in consultation with the community. The Council has identified its significant partnerships and there are appropriate governance arrangements in place. A Partnership Protocol was agreed by Corporate Team in September 2007 and a Partnership Evaluation tool has been designed for reviewing performance of partnerships on an annual basis.

## 4. **Review of effectiveness**

4.1. Aylesbury Vale District Council has responsibility for conducting, at least annually, a review of effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

4.2. The Review of Effectiveness has to consider the following areas:

- The authority
- The executive
- The audit committee / overview and scrutiny committees / risk management committee
- The standards committee
- Internal audit
- Other explicit review / assurance mechanisms

### 4.3. **The Authority**

4.3.1. Aylesbury Vale District Council has adopted *the Cabinet* model of political management under the Local Government Act 2000. Ultimate authority rests with the Council meeting as a corporate body, but the responsibility for policy in specific areas is delegated to Cabinet and separate Committees. At the full Council meeting held on 24<sup>th</sup> May 2007 the Council formally approved the appointment of Cabinet Members and creation of full Committees. It also adopted the Scheme

of Delegation. This meeting also approved the arrangements for allocating seats to political groups on all Committees.

4.3.2. Minutes and papers for all Council and Committee meetings are in the public domain and are freely available on the Council's web site.

4.3.3. To encourage participation and accountability one hour is set aside for questions from members at every full ordinary Council meeting.

#### 4.4. **The Executive**

4.4.1. Operational Management of the Council is a partnership between the Cabinet and the Corporate Management Team.

4.4.2. Formal Cabinet meetings are held monthly and the papers and Minutes are made available to the public on the AVDC web site. Time is set aside for questions from members at the start of every Cabinet meeting. The scheme of delegation sets out the areas for which each Cabinet post holder is responsible. Cabinet Members provide quarterly reports on their own areas to all members.

4.4.3. Regular informal Cabinet briefing sessions are held approximately once a fortnight at which the Corporate Team meet with the Cabinet and discuss Council business. Close working relationships are maintained as the Leader's, Cabinet Members' and Chief Executive's offices are all located close to each other.

4.4.4. The Corporate Management Team consists of the Chief Executive and three Directors, responsible for Resources, Communities and Development respectively. They meet every week.

4.4.5. Each Director has a number of Heads of Service who report direct to him. Regular Heads of Service meetings are held to which all Heads of Service are invited. These are used to ensure a consistency of information and approach to service provision across the Council.

4.4.6. Officers reporting to Heads of Service are involved in Management Forum meetings. Where required, full staff meetings are also arranged to inform all employees of significant changes, developments or requirements. A current set of such meetings is being used to discuss the new Corporate Plan.

4.4.7. Urgent items, or issues where Corporate Team require feedback from staff are sent out as a Core Brief. These are publicised down the management chain to reach all staff within 48 hours. Responses are collected and returned via the management hierarchy to Corporate Team.

- 4.4.8. All paid staff at the Council participate in a formal appraisal process. The Chief Executive's appraisal is conducted by the Leader of the Council. Targets agreed at appraisals are linked back to the Section and Service Plans, which are themselves derived from the Council's Corporate Plan and Corporate Aims and Objectives.
- 4.4.9. Information on each Service's performance is captured in standard indicators. The Performance Plus system is used to collate and present this information to Members each quarter.
- 4.4.10. In 2007 the Council entered the "Best Council to Work For" award run by The Times. AVDC was placed within the top twenty councils. An Action Plan has been prepared to address weaknesses revealed in the assessment process and AVDC has committed to maintaining and/or improving its position in this survey in the future.

#### **4.5. The Audit Committee**

- 4.5.1. As it is a new Committee, it has not yet produced its first Annual Report, but this will be prepared in the Autumn of 2008 and circulated to all members who will have the opportunity to raise questions at full Council.
- 4.5.2. During the course of the year it became apparent that a minor change was needed to the original Terms of Reference to allow the Audit Committee to approve the Annual Accounts for the Authority. The Terms of Reference have now been amended to include this.
- 4.5.3. The effectiveness of the Audit Committee forms part of the overall assessment of the effectiveness of Internal Audit, discussed below.
- 4.5.4. Audit Committee meetings have included regular training and information sessions to ensure that Members are able to fulfil their responsibilities effectively.
- 4.5.5. The Audit Committee's Terms of Reference also include oversight of Risk Management arrangements at the Council. Training on Risk Management has been provided to Members of the Council as part of their induction programme and additional training has been made available to Members of the Audit Committee.

#### **4.6. Overview & Scrutiny Committees**

- 4.6.1. AVDC has four Scrutiny Committees which look at issues relating to Communities, Economy, Environment, Resources and Corporate Performance. Their role includes policy development, service reviews, holding the Cabinet to account, representing community interests and external scrutiny. They look at how and why decisions are made, how

services are functioning and whether there is scope for improvement and also consider wider community issues, particularly improving services to people living in the area.

- 4.6.2. An Annual Report on the work of the Overview and Scrutiny Committees is presented to Council each year. The report for 2007-2008 was presented to the full Council meeting held on 30<sup>th</sup> April 2008. It shows the number of meetings held, how many meetings each Member attended and also the number of decisions "Called in" for further consideration by each Scrutiny Committee. In addition it includes a form to encourage members of the public to suggest items which they would like to see raised by the Scrutiny Committees.

#### 4.7. **Standards Committee**

- 4.7.1. The Chairman of the Standards Committee presented his Annual Report to full Council on 30<sup>th</sup> April 2008. This sets out the work of the Committee over the year, including information on the Committee's Role and Terms of Reference, an overview of its activities during the year and a report on the monitoring of complaints and compliance with the Code of Conduct.
- 4.7.2. Copies of the Annual Report are sent to all parish councils and published on the Council's web site.
- 4.7.3. The introduction of local filtering for complaints from May 2008 led the Standards Committee to review its role and composition during the year and a separate report to amend its composition in advance of the new responsibilities was presented to full Council on 6<sup>th</sup> February 2008.
- 4.7.4. Members of the Standards Committee have received training in their role and in the new duties required following the introduction of local filtering.

#### 4.8. **Internal Audit**

- 4.8.1. The Internal Audit service operates under regulation 6 of the Accounts and Audit Regulations 2003 (amended 2006) and in accordance with the CIPFA Code of Practice for Internal Audit in Local Government.
- 4.8.2. The Council's Financial Regulations and Internal Audit Charter grant Internal Audit an unrestricted right of access to all Council records and property. They also confirm the organisational independence which allows Internal Audit to form an objective opinion on the adequacy and effectiveness of the whole system of internal control.

- 4.8.3. The Internal Audit Manager reports to the Head of Finance and may also report direct to the Chief Executive, Directors and Members of the Council if required.
- 4.8.4. A Probity Group consisting of the Chief Executive, Monitoring Officer, Section 151 Officer, Head of Internal Audit and Head of Personnel meets quarterly to discuss governance issues and significant risks to the Council.
- 4.8.5. The plan of work undertaken by Internal Audit is prepared with regard to the risks faced by the Council and following discussions with Directors and Heads of Service. It is presented to and approved by the Audit Committee.
- 4.8.6. The scope of work included in the annual audit plan extends beyond financial governance to include corporate governance, risk management, probity, effectiveness and compliance with laws and standards.
- 4.8.7. The outcome of all Audit reviews is reported to the responsible Director and Head of Service as well as to the Head of Finance (Section 151 officer) and Director of Corporate Resources. A summary of the report will also be presented to the Audit Committee.
- 4.8.8. Where recommendations for the improvement of controls or systems are made at the end of an Audit review, these are agreed with the responsible managers together with details of the required action and an expected date for implementation. These actions will then be included on a Tracker system which is used to monitor implementation. Reports from this system are provided to the Audit Committee on a regular basis.
- 4.8.9. Where action to address issues is not undertaken within the pre-determined timescales the Audit Committee can and has required the responsible manager to attend a formal meeting and be personally accountable.
- 4.8.10. An internal review of the Effectiveness of Internal Audit was undertaken and the results presented to the Audit Committee in November 2007.
- 4.8.11. The Council's External Auditors conduct a formal review of the effectiveness of Internal Audit once every three years. This review was undertaken in March 2008 and has confirmed that the Internal Audit service meets the expected standards. External Audit will continue to rely on the work of Internal Audit where appropriate.

#### 4.9. **Risk Management**

- 4.9.1. The Risk Manager carried out a review of the risk management arrangements shortly after being appointed on 1 November 2007. The processes were reviewed and improvements to the risk assessment and risk register process were introduced.
- 4.9.2. The Corporate Generic risks and those relating to the main objectives of the Council were reviewed and updated by Corporate Team.

#### 4.10. **Internal Control Self Assessments**

- 4.10.1. In preparation for the Annual Governance Statement a formal review of the governance and control arrangements in their areas has been completed by each Head of Service. Results have been returned to and reviewed by the Section 151 Officer, Internal Audit Manager and Risk Manager.
- 4.10.2. Where the returns have reported significant corporate governance or control weaknesses, these are included in the section on Significant Governance Issues below.

#### 4.11. **Other Assurance and Review Mechanisms**

- 4.11.1. Aylesbury Vale District Council is subject to external review by its officially appointed External Auditors, the Audit Commission. They publish a series of reports on the Council's performance each year, which are reported to the Audit Committee. They also produce regular progress reports on their work for this Committee and are able to raise any items of concern with them.
- 4.11.2. The Annual Audit and Inspection Letter, which provides an overall summary of the Audit Commission's assessment of the Council was presented to the Audit Committee meeting held on 17<sup>th</sup> March 2008. This is made available to the public by the Audit Commission and is also on the Council's web site.

### 5. **Significant governance issues**

- 5.1. A number of significant control issues were raised in the Statement of Internal Control published with the 2006-2007 Accounts in June 2007. These have been updated and included below:
- 5.2. **Clarification of objectives & targets.** Following the elections in May 2007 a full review of all the Council's objectives was undertaken and the new Corporate Plan prepared for the new Council. Action Plans are being developed for the Corporate Objectives and these now need to be filtered down into detailed operational areas.

- 5.3. **Risk Management.** A number of concerns were expressed about how the Risk Management arrangements were working. These have been addressed by the creation of a new post for a Risk Manager, who is reviewing and revising the Risk Management arrangements across the Council to increase their effectiveness. Improvements have been made to the process but prior to the Risk Manager starting some Service risk registers were not consistently being reviewed quarterly and changes documented.
- 5.4. **Performance Indicators & Data Quality.** Significant improvements have been made in arrangements to ensure that quality of information submitted for performance indicators is acceptable. External Audit's review of Data Quality resulted in the award of a level 3 assessment this year, an improvement on previous years.
- 5.5. **Joint Working and Partnerships.** A revised Partnership Protocol has been introduced and the list of Significant Partnerships reviewed and updated. A standard evaluation form to be completed for all significant partnerships is now in use.
- 5.5.1. While significant improvements have been made in the past year to arrangements for working with existing partnerships, the Council is proposing to enter into further agreements where Council resources will be committed to new and in some cases untested arrangements. These include:
- a. Pathfinder which is exploring shared working arrangements with other Buckinghamshire Councils;
  - b. Local Area Agreement with other Councils and wider public sector organisations;
  - c. Vale of Aylesbury Housing Trust joint arrangements, e.g. Choice Based Lettings;
  - d. Growth Area Funding to be facilitated via Aylesbury Vale Advantage;
  - e. A deal with the private sector to facilitate the Waterside retail and residential development in Aylesbury;
  - f. Property Strategy which proposes the creation of a 50% Council owned Venture company to manage the commercial property portfolio.
- 5.5.2. The governance of all these arrangements needs to ensure full accountability for public money & openness of reporting. In addition new and revised Service Plans will need to be drawn up for the areas involved in these initiatives, to ensure that joint working arrangements meet the aspirations and objectives of all Councils involved.
- 5.6. **Information Security & Data Protection.** A corporate group chaired by the Corporate Director (Communities) has been formed to take responsibility for the management of Information Security policy issues. Work has been undertaken on revising AVDC's policies in this

area. Further work to introduce the new arrangements has been started and will continue into next year.

- 5.7. **Contract Management.** Following an Internal Audit review, Corporate Team have agreed improvements to the monitoring of contracts and procurement arrangements. Contract Regulations are being updated to include the new requirements.
- 5.8. **Reconciling Financial & Service Information.** Consideration has been given to integrating financial reporting with the performance reports produced from the new Performance Management system. However, the requirements of the two systems are not easily combined and progress has been limited. This is an area which will receive further consideration in the new year.

**The following new governance issues have been raised during the preparation of the Annual Governance Statement this year:**

- 5.9. **Business Continuity Plan Testing** and adequate accommodation arrangements for contingency situations. Progress on Business Continuity Plans is being reported to and monitored by the Audit Committee on a quarterly basis.
- 5.10. **Local Development Framework Project** needs to be reviewed and refocused following changes to strategy.
- 5.11. **Delivery of Capital Projects** The Council has a number of high profile projects in progress, including the building of a new theatre in Aylesbury. There is extensive public interest and resources in the Capital programme are limited. The Council must ensure that resources and risks are managed and prioritised effectively and that the budget is not overspent.
- 5.12. **Project Management framework.** Managers must ensure that all major projects are following the corporate standards and risk registers are reviewed on a regular basis.



**6. Assurance Statement**

- 6.1 We have been advised on the implications of the result of the review of the effectiveness of the governance framework by Audit Committee and plan to address weaknesses and ensure continuous improvement of the system in place.
- 6.2 We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that we identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:.....

Leader

Signed:.....

Chief Executive

on behalf of Aylesbury Vale District Council.

## Council Policies, Codes of Practice

### Public Documents

AVDC Corporate Plan 2008-2011 (issued May 2008) identifies the Councils Objectives and key actions to achieve these.

District Link

Council Tax Information leaflet distributed with Council Tax bills in March 2008

### ***Members Handbook – Constitution:***

Part 2 – Articles of the Constitution

Part 3 – Responsibility for Functions

Part 4 – Rules of Procedure

Part 5 - Codes and Protocols

Part 6 – Members Allowance Scheme

Part 7 – Management Structure

### ***Reference Handbook:***

C - Membership of Cabinet/Committees/Informal Groups/PAGs

H - Members Interests

I – Receipt of Gifts and Hospitality

G – Political Balance

M – Complaints Procedures

N – Media Relations

L – Representatives on Outside Bodies

### Committee Reports

Standards Committee Work Programme

See Audit Committee papers for Statement of Accounts 2006-7 and 2007-8 and the Audit Tracker which monitors implementation of recommendations made by Internal and External Audit.

Annual Scrutiny Report

### Other Documents/Policies

Medium Term Financial Strategy

Partnership Protocol

Equalities Strategy

Quarterly Financial Digest

Quarterly Performance Digest

District Line

Risk Management Strategy & Policy

Appraisal scheme

liP Accreditation

Confidential Reporting Policy

Anti Fraud & Corruption Policy

Compliments and Complaints Procedure