

# ANNUAL GOVERNANCE STATEMENT

## Scope of Responsibility

West Dorset District Council is required to ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The 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.

In discharging this overall responsibility the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk

West Dorset District Council has approved a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government updated in 2016. A copy of the code is on our website at [www.dorsetforyou.com](http://www.dorsetforyou.com) or can be obtained from the council offices. This statement explains how West Dorset District Council has complied with the code and also meets the requirements of Part 2, regulation 6 of Accounts and Audit Regulations 2015 which requires authorities to carry out an annual review of the effectiveness of its system of internal control. Having considered the findings of the review, Members are required to approve an annual governance statement, prepared in accordance with proper practices in relation to internal control. The statement must then be included with the Statement of Accounts. The 2016 Framework is to be treated as proper practice, making publication of an AGS mandatory.

In addition to this, CIPFA has published its 'Statement on the Role of the Chief Financial Officer in Local Government (2010)'. The Annual Governance Statement should therefore reflect compliance with the statement for reporting purposes.

## Purpose of the Governance Framework

The purpose of the framework is to ensure the organisation is doing the right things, in the right way, for the right people, in an open, honest, inclusive and timely manner.

The governance framework comprises the systems, processes, culture and values by which the Authority is directed and controlled. It enables the Authority to monitor the achievements of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

This will include focusing on outcomes for the area and its community, engaging with local people and other stakeholders to ensure robust public accountability, provide leadership in the community and promoting values and behaviours for the Council that will demonstrate how it plans to uphold good governance and maintain high standards of conduct.

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 therefore only provides reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of West Dorset 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 effectively and economically. The governance framework has been in place at West Dorset District Council for the year ended 31st March 2019 and up to the date of approval of the Statement of Accounts.

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## Review of Effectiveness

West Dorset District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. This is achieved by the following work.

### a) Management Assurance

Review of compliance with the adopted Local Code of Corporate Governance  
Review of the implementation of the Risk Management Strategy every 2 years.  
Review of SWAP audit report findings and recommendations.  
Review of fraud and special investigations completed during the year.  
Corporate Management Team review of service governance arrangements  
Review of performance management software to identify performance against corporate plan

### b) Statutory Officer Assurance

Consultation with the Council's statutory officers (Head of Paid Service, Monitoring Officer and Director of Resources) to discuss their responsibilities and any issues identified during the year.

### c) Service Assurance

Consultation with the Council's Heads of Service to discuss their responsibilities and any issues identified during the year.

### d) Performance Reporting

Review of performance management reporting in Business Review  
Review of financial management reporting in Business Review.

### e) External Review Assurance

Examination of external audit reports and inspection letter.  
Review of complaints, if any, considered by Local Government Ombudsman

### f) Other Sources

Examination of the minutes of the Audit and Governance Committee and JAAAC.  
Review of any action taken by Monitoring Officer  
Review of the adequacy of the complaints procedure including handling, monitoring and outcomes.  
Review of Management Team minutes  
Scrutiny Committee minutes holding Executive Committee to account.

## Significant governance issues for 2018/19

### Local Government Reorganisation

#### Overview

On 26 February Sajid Javid, the Secretary of State for Housing, Communities and Local Government gave his approval for plans to create two new unitary councils in Dorset, replacing the existing nine councils. The new councils came into existence in April 2019.

OWNER: CHIEF EXECUTIVE

#### Comment

The new Dorset Council will have to ensure that any significant risks identified by West Dorset DC, including those on the corporate risk register, are addressed.

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## Statement of Assurance

To the best of our knowledge, the governance arrangements, as defined above, have been effectively operating during the year with the exception of those areas identified as significant issues. 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 were identified in our review of effectiveness and will monitor their implementation and operation as part of our next review.

Signed

Date

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Matt Prosser, Chief Executive

Signed

Date

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Leader