



**Report Reference Number: A/22/15**

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**To: Audit and Governance Committee**  
**Date: 25 January 2023**  
**Status: Non-Key Decision**  
**Ward(s) Affected: All**  
**Author: Karen Iveson; Chief Finance Officer (s151)**  
**Lead Executive Member: Cllr Cliff Lunn, Lead Member for Finance and Resources**  
**Lead Officer: Karen Iveson; Chief Finance Officer (s151)**

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**Title: Annual Governance Statement 2021/22 – Action Plan Review**

**Summary:**

To review progress on the Annual Governance Statement (AGS) 2021/22 Action Plan approved in October 2022.

**Recommendations:**

**It is recommended that progress against the Action Plan for the Annual Governance Statement for 2021/22 be noted.**

**Reasons for recommendation**

To ensure the necessary actions have been carried out in accordance with the approved Annual Governance Statement and action plan.

**1. Introduction and background**

- 1.1** Good governance is important to all involved in local government; however, it is a key responsibility of the Leader of the Council and of the Chief Executive.
- 1.2** The preparation and publication of an annual governance statement in accordance with the CIPFA/SOLACE Framework was necessary to meet the statutory requirements set out in Regulation 4(2) of the Accounts and Audit Regulations which requires authorities to “conduct a review at least once in a year of the effectiveness of its system of internal control” and to prepare a statement on internal control “in accordance with proper practices”.

**1.3** To meet the requirement to review the AGS an Action Plan has been agreed and is subject to half yearly review by the Audit and Governance Committee.

## **2. The Report**

**2.1** The present Action Plan for review is attached as Appendix A. Significant progress against the approved action plan has been made, with Performance Development Review (PDR) completion rates now at 92%.

**2.2** Actions to encourage remaining outstanding PDRs continue.

## **3. Alternative Options Considered**

Not applicable.

## **4. Implications**

### **4.1 Legal Implications**

None as a direct result of this report.

### **4.2 Financial Implications**

None as a direct result of this report.

### **4.3 Policy and Risk Implications**

Significant control weaknesses present risk for the Council and therefore it is important that agreed actions are implemented.

### **4.4 Corporate Plan Implications**

Ensuring an effective governance and control framework supports the Council in delivery of its 'great value' priority.

### **4.5 Resource Implications**

Resources to deliver the agreed actions are within the approved budget and policy framework.

### **4.6 Other Implications**

There are no other notable implications beyond those set out in the report and associated action plan.

## **4.7 Equalities Impact Assessment**

Not applicable.

**5. Conclusion**

- 5.1** The AGS and scrutiny of the Action Plan represents progress towards setting the highest Corporate Governance standards and meets the requirements of the Accounts and Audit Regulations.

**6. Background Documents**

None.

**7. Appendices**

Appendix A – AGS 2021/22 Action Plan Progress Update January 2023

***Contact Officer:***

**Karen Iveson, Chief Finance Officer (and s151);**  
**[kiveson@selby.gov.uk](mailto:kiveson@selby.gov.uk)**  
**01757 292056**

**APPENDIX A**

<b>Issue Identified</b>	<b>Source of Evidence</b>	<b>Update/Summary of Action Taken &amp; Proposed</b>	<b>By whom &amp; By when</b>	<b>Current Position</b>
Performance Management	Internal Audit Report	<p>HR to undertake QA review of sample of PDRs.</p> <p>Return rate of PDRs to be monitored &amp; all PDRs reviewed and returned to manager if not complete.</p> <p>Training plan to be completed promptly following PDR process.</p>	<p>Head of Business Development and Improvement</p> <p>Ongoing work still required throughout 2022-23.</p>	<p>Recognising the low PDR completion rates in 2021, a significant push was undertaken in late 2022 to encourage managers to complete and return PDRs.</p> <p>To support this and recognise the significant challenges managers and staff are facing in terms of capacity and LGR, a simplified and streamlined template was provided to managers. This new form was developed in line with the direction of the LGR OD workstream.</p> <p>As of 17 January 2023, 92% of eligible PDRs have been completed and returned. This is a significant improvement on recent years and hugely impressive given the context.</p> <p>Outputs from the PDR process will be fed into training planning for the new council.</p>