

**Delivering Good Governance in Local Government  
2007/08 Sources of Evidence and Monitoring**

<b>AREA</b>	<b>Document/Report</b>	<b>Responsible Officer</b>	<b>Committee</b>
<b>Performance Management and Data Quality</b>	Corporate Plan and Annual Operating Plan	Tony Geeson	Cabinet and Strategic Monitoring
	Directorate Service Plans	Gi Cheesman Michael Hainge Geoff Hughes Jane Jones Sharon Menghini Sonia Rees	Relevant Scrutiny Committees (as per Alan McLaughlin)
	Service Area Plans	Directorate Management Team Members	Relevant Scrutiny Committees (as per Alan McLaughlin)
	Integrated Performance and Finance Reports	Tony Geeson/David Powell	Strategic Monitoring Committee and Cabinet
	Performance Framework Review by Audit Services	Tony Ford	Audit and Corporate Governance Committee
	Review of High Risk Performance Indicators by Audit Services	Tony Ford	Audit and Corporate Governance Committee
	JAR Improvement Plan	Sharon Menghini	Cabinet
	Annual review of Children and Young People Plan and Annual Performance Assessment submission	Sharon Menghini	Children's Services Scrutiny Committee and Cabinet
	Annual self assessment survey for Adult Social Care	Geoff Hughes	Cabinet
	Commission for Social Care Inspection Report on Services for People with Learning Disabilities and the Council's Action plan	Steve Martin	Adult Social Care and Strategic Housing Scrutiny Committee and Cabinet
	Security Review - Modernisation of day Opportunities For Older People	Eleanor Brazil	Adult Social Care and Strategic Housing Scrutiny Committee

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<b>Performance Management and Data Quality Cont.</b>	Cultural Services Comprehensive Performance Assessment Report	Natalia Silver	Community Services Scrutiny Committee and Cabinet
	Children and Young People's Directorate Plan	Sharon Menghini	Children's Services Scrutiny Committee
	Performance Monitoring Reports	All Directors	Scrutiny Committees
	Progress on Improvement in Children and Young People's Services	Sharon Menghini	Cabinet
	Children and Young People's Plan Annual Review 2007 and Annual Performance assessment	Sharon Menghini	Cabinet
<b>Risk Management</b>	Monthly reviews of the Corporate Risk Register	Chris Bull	N/a
	Monthly Reviews of Directorate Risk Registers	Gi Cheesman Michael Hainge Geoff Hughes Jane Jones Sharon Menghini Sonia Rees	N/a
	Monthly review of service level risk registers by Service Management Teams	Directorate Management Team Members	N/a
	Annual Review of the Council's Risk Management Process by Audit Services	Tony Ford	Cabinet and Audit and Corporate Governance Committee
	Integrated Performance and Finance Reports	Tony Geeson/David Powell	Strategic Monitoring Committee and Cabinet
	Monthly reviews of service level risk registers by Senior Management Team Members	All Heads of Service	N/a

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<b>AREA</b>	<b>Document/Report</b>	<b>Responsible Officer</b>	<b>Committee</b>
<b>Legal and Regulation Assurance</b>	Biannual Monitoring Officer Report	Alan McLaughlin	Audit and Corporate Governance Committee
<b>Members Assurance</b>	Annual Scrutiny Report	Tim Brown	Cabinet
	Annual Declaration of Interests	All Members	Audit and Corporate Governance Committee.
	Annual Review of Member expenses	Tony Ford	Audit and Corporate Governance Committee.
	Strategic Monitoring Reports	Tim Brown	Cabinet
<b>Assurances by Directors and Heads of Service</b>	Annual Declaration of Interests	Chief Executive, Directors and Heads of Service	Exception reports to the Audit and Corporate Governance Committee
	Quarterly Assurance Statements	All Directors and Heads of Service	Exception reports to the Audit and Corporate Governance Committee
	Quarterly Returns reporting any frauds	All Directors and Heads of Service	Exception reports to the Audit and Corporate Governance Committee
<b>Assurances by Other Key Managers</b>	Quarterly Assurance Statements	Key Managers	Exception reports to the Audit and Corporate Governance Committee
<b>Other Sources of Assurance</b>	Partnership Checklist completed for Key Partnerships	Relevant Heads of Service	Exception reports to the Audit and Corporate Governance Committee
	Corporate ICT Strategy	Relevant Head of Service	Cabinet
	Procurement Strategy	Dean Hogan	Strategic Monitoring Committee
	Herefordshire Jarvis	Michael Hainge	Cabinet
	Amey Wye Valley Report	Michael Hainge	Cabinet
	Scrutiny Review of ICT Services - Executive Action Plan Progress Report	Relevant Head of Service	Strategic Monitoring Committee and Cabinet
	Special Report from the Director of Resources	Sonia Rees	Cabinet and Audit and Corporate Governance Committee

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<b>AREA</b>	<b>Document/Report</b>	<b>Responsible Officer</b>	<b>Committee</b>
<b>Other Sources of Assurance Cont.</b>	Herefordshire Connects Progress	Jane Jones	Strategic Monitoring Committee and Cabinet
	External Inspections	As appropriate	Cabinet
<b>Financial Control Assurances</b>	Financial Control of Capital Schemes in Property Services	Sonia Rees	Strategic Monitoring Committee
	Funding arrangements for Riverside Primary School and Sutton St. Nicholas Primary School	Sonia Rees	Cabinet
	Treasury Management Activities	David Powell	Cabinet
	Annual Efficiency Statement	David Powell	Strategic Monitoring Committee and Cabinet
	Capital Programme	Sonia Rees	Cabinet
	Statement of Accounts	Sonia Rees	Audit and Corporate Governance Committee
	Council's Budget	Sonia Rees	Cabinet
	Medium Term Financial Plan	Sonia Rees	Cabinet
	The Financial Position arising from July 2007 Floods	David Powell	Cabinet
	Integrated Performance and Finance Report	Tony Geeson/David Powell	Strategic Monitoring Committee and Cabinet
	Comprehensive Spending Review and pre budget 2007	Sonia Rees	Cabinet
	Budget Monitoring Reports	David Powell	Scrutiny Committees
	Capital Investment in Schools in Herefordshire: A Way Forward	George Salmon	Cabinet
<b>Community</b>	Community Forum Reports	Hazel Lavelle	Cabinet
	Annual Report on the Strategic Service Delivery Partnership	Michael Hainge	Environment Scrutiny Committee and Cabinet
	Herefordshire Community Strategy Plan	Jennifer Watkins	Strategic Monitoring Committee

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<b>AREA</b>	<b>Document/Report</b>	<b>Responsible Officer</b>	<b>Committee</b>
<b>Community Cont.</b>	Ombudsman Letter and Complaints and Compliments Monitoring 2006/07	Jane Jones	Strategic Monitoring Committee and Cabinet
	Review of Behaviour and Discipline Management in Herefordshire Schools	Sharon Menghini	Children's Services Scrutiny Committee
	Principles on Future Provision of School Places	George Salmon	Children's Services Scrutiny Committee
	The Council's Policy for Management of the Smallholdings Estate	Sonia Rees	Strategic Monitoring Committee
	Herefordshire Satisfaction Survey	Tony Geeson	Community Services Scrutiny Committee and Cabinet
	Household Waste Recycling in Herefordshire	Richard Wood	Environment Scrutiny Committee
	Travellers Policy	Andy Tector	Environment Scrutiny Committee
	Public Service Trust For Herefordshire	Russell Hamilton	Health Scrutiny Committee and Cabinet
	Reconfiguration of Mental Health Services	Sara Siloko	Health Scrutiny Committee
	Memorandum of Understanding between the Council and the Health Protection Agency	Philip Wilson	Health Scrutiny Committee
	Annual Report of the Director of Health 2007	Dr. Frances Howie	Health Scrutiny Committee
	Changes in the Management of Mental Health Services	Sara Siloko	Health Scrutiny Committee
	Brilley CE Primary School	George Salmon	Cabinet
	Homelessness Update	Derek Allen	Cabinet
	Fairer Charging	Andrew Tanner	Cabinet
Review of School Provision	George Salmon	Cabinet	

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<b>Community Cont.</b>	Youth Justice Plan	Neil Pringle and Sharon Menghini	Cabinet
	Local development Framework Core Strategy Issues Consultation	Kevin Singleton	Cabinet
	Concessionary Travel Scheme for older People and those with a Disability	Jim Davies	Cabinet
	Policy Statement for the Use of the rivers Wye and Lugg	Bill Bloxsome	Cabinet
	Review of Herefordshire City Partnership	Natalia Silver	Community Services Scrutiny Committee
	The 18 – 35 Review	Natalia Silver	Community Services Scrutiny Committee
	Comprehensive Equality policy and Equality Schemes	Carol Trachonitis	Cabinet
	Hereford Children Centre	Stephanie Canham	Cabinet
	Local Area Agreement priority setting	Chris Bucknell	Cabinet
	Modernisation of Registration Service	Fiona Nicholls	Cabinet
	Herefordshire Housing post transfer improvement programme	Richard Gabb	Cabinet
Affordable Housing development programme 2007/08	Richard Gabb	Cabinet	
<b>Internal and External Audit</b>	Audit Plan	Tony Ford	Audit and Corporate Governance Committee
	Interim Assurance Reports	Tony Ford	Audit and Corporate Governance Committee
	Annual Assurance Report	Tony Ford	Audit and Corporate Governance Committee
	Draft Annual Governance Statement	Sonia Rees	Audit and Corporate Governance Committee

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<b>Internal and External Audit Cont.</b>	Annual Governance Letter	Audit Commission	Cabinet and Audit and Corporate Governance Committee
	Annual Audit and Inspection Report	Audit Commission	Cabinet and Audit and Corporate Governance Committee
	Use of Resources Assessment	Audit Commission	Cabinet and Audit and Corporate Governance Committee
	Direction of Travel Assessment	Audit Commission	Cabinet