

ANNUAL GOVERNANCE STATEMENT FRAMEWORK 2008/09

Sources of Evidence

	SOLACE/CIPFA Guidance Principle 1	SOLACE/CIPFA Guidance Principle 2	SOLACE/CIPFA Guidance Principle 3	SOLACE/CIPFA Guidance Principle 4	SOLACE/CIPFA Guidance Principle 5	SOLACE/CIPFA Guidance Principle 6
	Council Principle 1	Council Principle 2	Council Principle 3	Council Principle 4	Council Principle 2	Council Principle 5
A	Annual processes / sources of evidence supporting the preparation of the Annual Governance Statement					
	Corporate plan	Corporate plan	Corporate plan	Corporate plan	Corporate plan	Corporate plan
	Service and statutory plans	Service plans	Register of interests	Staff review & development	Annual employee opinion survey	Community strategy
	Medium term financial strategy	Medium term financial strategy	Annual review of members expenses	Statement of accounts	Community strategy	Local area agreement
	Code of governance		Letter of representation	Annual governance letter	Annual scrutiny report	Comprehensive area assessment
	Local area agreement			Business continuity plans	Officer induction	Medium term financial strategy
	Best value performance indicators			Risk management framework	Staff review & development process	Revenue and capital budgets
	Statement of accounts			Annual audit plan		Statement of accounts
	Community strategy			Annual audit assurance report		Comprehensive equality policy and equality scheme
				Annual Governance Statement		Service Plans
				Annual audit and inspection report		Communication strategy
				Use of resources assessment		
				Annual declaration of interests by councillors, relevant members of the Joint Management Team and heads of service		

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B	Ad hoc processes / sources of evidence supporting the preparation of the Annual Governance Statement					
	Committee reports	Members allowances	Codes of conduct	Codes of conduct	Pay & workforce development strategy	Council constitution
	Integrated corporate performance reports	Conditions of employment	Contract & financial procedure rules	Member induction scheme	Performance management processes	Security reports
	Cabinet reports	Contract & financial procedure rules	Members / officers protocol	Training for committee chairmen	Public information protocols	Customer satisfaction surveys
	Financial monitoring reports	Partnership agreements	Standing orders	Whistle – blowing policy		Committee agendas
	Equality impact assessments	Codes of conduct	Anti - money laundering procedures	Job descriptions & person specifications		Committee minutes
	Directorate & service plans	Performance management framework	Bi - annual Monitoring Officer report	Area forums roles and responsibilities		Parish council protocols
		Bi - annual Monitoring Officer report	Chief Internal Auditor's interim assurance reports	Codes of conduct		
		Job descriptions & person specifications	Anti - fraud policy	Committee minutes		
		Community strategy	Whistle-blowing policy	Council constitution		

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C	Other contributory processes / sources of evidence supporting the preparation of the Annual Governance Statement					
	Partnership protocols	Scheme of delegation	Officer declarations of interest	Audit & Corporate Governance Committee	Members development working group	Scrutiny process
	Complaints procedure	Section 151 officer role	Procurement strategy	Complaints procedure	Parish council protocol	Complaints procedure
	Scrutiny process	Monitoring Officer role	Scrutiny process	Records of decision making and supporting materials	Scheme of delegation	Partnership protocols
		Scrutiny process	Standards Committee	Monitoring Officer role	Council constitution	
		Statutory powers	Values statement	Public consultation strategy & events	Member induction and training	
		Constitution	Protocol for partnership working	Decision-making protocols	Local area agreement	
			Audit Services	Public information protocols	Scrutiny process	
			Audit Commission	Procurement strategy	Strategic partnerships	
			Complaints procedure	Report writing protocols	Area forums - roles & responsibilities	
			Cabinet	Statutory Provisions	Public consultation strategy & events	
			Monitoring Officer		Succession Planning	
			Audit & Corporate Governance Committee		Prince 2 Project Management	
			Complaints Procedure			