

## Key issues to be addressed by the Group

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### **The proper operation of an effective internal control environment**

- **Improving the internal control environment, systems & procedures**
  - Issues arising from 2004/05 SIC corporate & departmental
  - Other known regularity issues, outstanding IA & DA actions
  - Registers of Interest (Staff, Members)
  - Breaches & waivers
  - Working protocols (Constitution)

### **Transparent & accountable management practice and decision making**

- **The Review of the Constitution**
  - all issues arising (see report to Constitution Board 29/7)
- **HR rules of procedure & scheme of delegation**
  - limits for honoraria & responsibility payments
  - progression within grade
  - pay in lieu of notice
  - pay on appointment
  - re-gradings
  - creating and deleting establishment posts
- **Establishing and managing an Audit & Governance Committee**
  - Need for Member involvement in Governance agenda and means of providing Member assurance about the adequacy and operation of the Council's Governance framework & overall arrangements to monitor the operation and effectiveness of Governance arrangements generally at CYC
  - Role & remit
  - Working arrangements
  - Development & timing issues re the Review of the Constitution and revised scheme of delegation
  - DA representation & relationship management (client officer)
  - Lead Officer & admin support responsibilities
  - links to the Standards Committee
  - relationship with the Executive, full Council etc

- **Strategic decision making & reporting**

- Need to establish a competition strategy & arrangements to deliver competition and coherent framework re Competition Strategy, Rollo and Thin Client
- Reporting arrangements to advise S151 Officer/Members on performance against key financial systems & targets (financial health issues)
- Need to improve project mgt arrangements for asset/land disposals and report risk assessments for capital receipts to Members (risk assessment not contextualised therefore danger of unrealistic/imprudent budgeting)
- Inclusion of risk implication section in reports to Members, need to consider/include in new report writing protocol?
- Need to strengthen arrangements for seeking & considering legal advice through the decision making process (consistency & compliance issues)
- Client responsibilities for specifying objectives and performance targets for Commercial Services
- Member Champion for Risk Management
- Paucity of Scrutiny arrangements

### **Ethical working practices and standards**

- **Ethics & the Standards Committee**

- Role of Standards Committee
- Ethical Audit
- Arrangements for local investigations
- Member/Officer relations protocol
- Fraud action plan and prosecution policy & raising officer awareness of anti-fraud & corruption and whistle-blowing policies
- Complaints procedure
- Employee Code of Conduct
- Member Code of Conduct
- Declarations of interest
- E-Communications policy

### **Compliance with all relevant legislation and regulatory frameworks**

- **Stewardship responsibilities of the S151 Officer & MO**

- Scope of functions & powers
- Powers to intervene, report and require action