

# Report

Report to:	<b>Clyde Valley Learning and Development Joint Committee</b>
Date of Meeting:	<b>28 August 2017</b>
Report by:	<b>Treasurer to Clyde Valley Learning and Development Joint Committee</b>

Subject:	<b>Annual Governance Statement 2016/2017</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the Annual Governance Statement for inclusion in the 2016/2017 Clyde Valley Learning and Development Joint Committee Annual Accounts

## 2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the Annual Governance Statement, attached at Appendix 1, be approved for inclusion in the Clyde Valley Learning and Development Joint Committee 2016/2017 Annual Accounts.

## 3. Background

3.1. Each year the Clyde Valley Learning and Development Joint Committee undertakes a comprehensive review of the governance arrangements that are required to support Clyde Valley Learning and Development Joint Committee's financial and operational controls. The annual review of governance arrangements provides the Governance Statement which is included in the Clyde Valley Learning and Development Joint Committee's Annual Accounts.

3.2. The annual review for 2016/2017 is informed by the Delivering Good Governance in Local Government Framework.

## 4. Annual Governance Statement for 2016/2017

4.1. The Annual Governance Statement for 2016/2017 is attached at Appendix 1.

4.2. The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision and a system of delegation and accountability. These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council.

- 4.3. The Clyde Valley Learning and Development Joint Committee shares financial management systems with South Lanarkshire Council (the lead authority) and is subject to the relevant controls in place as directed by the Internal/External Audit guidance. The overall audit opinion for the year can be informed by the assurances obtained from any system audits carried out by the Council's Internal Audit section on these shared systems.
- 4.4. Although Internal Audit do not carry out specific audit work on the Clyde Valley Learning and Development Joint Committee, the sharing of systems means that the assurances obtained in the Internal Audit Manager's report on the Council's financial systems for 2016/2017 can be applied to those of the Clyde Valley Learning and Development Joint Committee.
- 4.5. For 2016/2017, the Treasurer's opinion is that the systems for internal control were effective and will continue to be reviewed and improved as appropriate in 2017/2018.

## **5. Employee Implications**

- 5.1. None

## **6. Financial Implications**

- 6.1. There are no financial implications directly associated with this report.

## **7. Other Implications**

- 7.1. The statement will be subject to review by Audit Scotland as part of its consideration of Clyde Valley Learning and Development Joint Committee's Annual Accounts.
- 7.2. There are no implications for sustainability in terms of the information contained in this report

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

**Jackie Taylor**  
**Treasurer**

14 August 2017

### **Previous References**

- ◆ None

### **List of Background Papers**

- ◆ Clyde Valley Learning and Development Joint Committee Annual Accounts Annual Governance Statement and Annual Accounts 2016/2017

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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### **Annual Governance Statement**

As a Joint Committee established during financial year 2007/2008, its overall objective remains: to establish and deliver a number of shared approaches to training, learning and development between the Clyde Valley Councils.

In 2016/2017, benefits have been realised through making cost savings and developing best practise in the following areas:-

- Ongoing contracts achieved through joint procurement
- E-Learning development, improvements and content sharing
- Savings in delivery of Scottish Vocational Qualifications
- Social Care
- Promoting Positive Behaviour
- Accredited Front Line Management training accredited by the Chartered Management Institute

A new approach was launched this year to deliver the high volume of council training required for Elementary Food Hygiene, a new award jointly badged by Royal Environmental Health Institute of Scotland (REHIS) and the Clyde Valley Group. This e-learning course is likely to become the prototype of many similar developments in the coming years.

As the work of the Clyde Valley Learning and Development Joint Committee develops, I am aware of our governance duties and will continue my commitment to transparency and openness in our governance arrangements. No issues have been identified during 2016/2017 and I will continue to review these as appropriate during 2017/2018.

Clyde Valley Learning and Development Joint Committee's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.

The following activities are in place in relation to establishing a robust governance infrastructure:-

- All eight Councils continue to be represented on the Joint Committee
- The scheme of delegation, terms of reference, standing orders, financial regulations and stakeholder roles and responsibilities defined in 2007/2008 remain in place
- Meetings of the Joint Committee are held three times a year chaired by the elected Convener of the Joint Committee. For 2016/17, this was Councillor Denis McKenna (South Lanarkshire Council)
- Scheme of delegation allows for Clyde Valley Implementation Steering Group to manage direct and prioritise the work programme
- Minute of agreement has been produced and signed by each of the participating Councils
- Centralised invoicing and re-charging administered through South Lanarkshire Council
- Financial Management arrangements through South Lanarkshire Council's FMS Ledger system
- Risks are identified and managed by the Project Manager on an ongoing basis

I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. These arrangements follow the systems of financial management in place within the lead authority, South Lanarkshire Council. The Clyde Valley Learning and Development Joint Committee uses the Council's Financial Management systems and is subject to the relevant controls in place as directed by the Internal/External Audit guidance.

The system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

It is my view that in the tenth year of the Clyde Valley Learning and Development Joint Committee (financial year 2016/2017), the systems for internal control were effective and will continue to be reviewed and improved as appropriate in 2017/2018.

**Jackie Taylor**  
**Treasurer - Clyde Valley Learning and Development Joint Committee**  
**28 August 2017**