This gives the results of our yearly assessment of how well we are managing and controlling risks, achieving our aims and meeting the responsibilities we have by law.

We are responsible for making sure that we:

- carry out our business in line with the law and proper standards;
- · protect public money and account for it properly; and
- use public money economically, efficiently and effectively.

Regulation 6(1)(a) of the Accounts and Audit Regulations 2015, require an authority to conduct a review at least once in a year of the effectiveness of its system of internal control, and to include a statement reporting on the review with any published Statement of Accounts. Regulation 6(1) (b) of the Accounts and Audit Regulations 2015 require that for a local authority in England the statement is an Annual Governance Statement.

In England, the Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement (AGS) must be "prepared in accordance with proper practices in relation to accounts". Therefore for a local authority in England this requires the statement to be in accordance with Delivering Good Governance in Local Government: Framework (2016) and the CIPFA/LASAAC Code of Practice on Local Authority Accounting for 20162019/202017. In preparing and publishing this Statement, we therefore meet these statutory requirements.

The framework is intended to assist authorities individually in reviewing and accounting for their own unique approach. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Mid Devon District Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised. It ensures they are managed efficiently, effectively and economically.

The review of internal controls provides assurance that the Statement of Accounts gives a true and fair view of the Authority's financial position at the reporting date and its financial performance during the year.

The assurance opinions derived from the work of Internal Audit are among the significant items that inform the AGS. The Head of Internal Audit's Opinion statement for 20198/201920 stated:

Overall, based on work performed during 20198/2019 and our experience from previous years' audit, the Head of Internal Audit's Opinion is of "Substantial Assurance" on the adequacy and effectiveness of the Authority's internal control framework. The exception to this is in relation to the Council's governance arrangements over its investment exposure associated to it's property development operation where our opinion is of 'improvements required'.

The governance framework has been in place for the whole of the year ended 31 March 202049 and up to the date of approval of the Statement of Accounts. MDDC continually seeks to improve its governance arrangements and evidence of continued "best practice" is found within the governance review below. Arrangements are reviewed on a continual basis and where weaknesses have been found they are addressed as is demonstrated below in the Action Plan.

The Policy Development Groups are asked to feedback areas of concern to Cabinet, the Scrutiny Committee can and does challenge Cabinet decisions and the Audit Committee can and does challenge management over areas of concern identified in audit reports throughout the year.

This is the <u>first\_second</u> full year that the Council's wholly owned subsidiary 3 Rivers Developments Ltd <u>(3 Rivers)</u> has been in operation, the Council has prepared group accounts. The shareholders' agreement with 3 Rivers includes mechanisms to ensure the Company is accountable to the Council but is also able to function as an arms-length development company however the Council recognises that this company exposes us to new risks.

During the year progress against the previous year's AGS Action Plan is taken to every Audit Committee so that the action points can be monitored, not all the action points from the 20172018/198 AGS Action Plan have been completed at this time; one item is not due for completion yet but 3-1 were was and required more work. All were partially addressed and are included below in the Action Plan for 20198/1920.

Overall the Authority has a robust Governance Framework and is not afraid to subject itself and its decisions to scrutiny or Peer review, this enables the Council to have assurance that its governance arrangements are sound but also treated as a live and evolving framework which can respond to the environment it finds itself in.

# Annual Governance Statement (2019/20) <u>Covid 19</u>

The Authority has of course been significantly affected by the Coronavirus pandemic, the main impacts were not felt until March 2020 although planning to deal with the effects of the pandemic had started before then. The approach taken to the AGS has been to update sections A-G with any changes in 2019/20 while it was business as usual (first 11 months). A separate section at the end (H) specifically addresses the Authority's Coronavirus response and any resultant governance changes and new risk areas.

#### Conclusion

Following a review of the sources of assurance and evidence to support the AGS, it is the opinion of the Group Manager for Performance, Governance and Data Security that the Council's control environment was adequate in the 20198/2019 financial year.

© = Assurance Received © = Some additional work required

Approved by the Leader of the Council

Bob Deed Date

Approved by the Chief Executive

Stephen Walford Date

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
Behaving with integrity		©
<ul> <li>We operate an appraisal scheme for all staff to identify development and skills needs and assess performance.</li> </ul>		Gifts & Hospitality and Declarations are audited regularly by Internal Audit
We provide new Members and staff with induction training on appointment.	New Councillors Induction Programme Staff Induction Policy	Adherence to legislation is confirmed in each audit undertaken
We have Codes of Conduct for Members and Staff	Constitution	The Code of Conduct for Councillors and Co-opted Members was recommended to Full Council for Approval in April 2017
<ul> <li>Declarations of interest made at meetings are published with minutes and on our website.</li> </ul>	Your Councillors - MIDDEVON.GOV.UK	Members Code of Conduct training is carried out by the Monitoring Officer
We have registers of interests and gifts & hospitality for Members and Staff.		Alertcom (Lone working) system implemented. Procedures embedded. Risk assessments in place. 121s / team
<ul> <li>Our Whistleblowing policy was extensively rewritten in 2017 it is next due for review in March 20210.</li> </ul>	Fraud, Money Laundering and Whistleblowing	meetings used to address this. Staff survey action plan.
We have a clear complaints procedure on our website and an up-to-date Customer Care Policy.	Complaints Procedure  Customer Care Policy	Increased ethics awareness training in the staff induction process; the new "Evolve" project is wrapping up these themes.

<ul> <li>We take the Health and Safety of our Staff extremely seriously.</li> <li>We evaluate the training needs of Members and run briefings on key topics to ensure they have the knowledge and information to make effective decisions.</li> </ul>	Member Development Policy	However-The culture and ethics audit in 2018/19 was of a "good" standard. A follow up this year confirmed improvements.
We operate a protocol to govern the relationship between Members and officers that ensures access to appropriate information.	Protocol on Member/Officer Relations (Page 162)	
Demonstrating strong commitment to ethical values		
The Council has the following documents which are relevant:		
<ul> <li>Officers' Code of Conduct</li> <li>Members' Code of Conduct</li> <li>Protocol on Member/Officer Relations</li> <li>Guidance for Members and staff on hospitality and gifts</li> <li>Protocol of good practice for councillors dealing in planning matters</li> <li>Staff Charter to communicate expected values and behaviours.</li> <li>Financial regulations</li> </ul>	Constitution	

Respecting the rule of law  The Constitution is under continuous review.	Staff Charter	
We ensure we comply with Statutory Provisions.	Constitution	
Compliance with CIPFA's Statement on the Role of the Chief Financial Officer in Local Government (CIPFA, 2015)		
We have effective and up-to-date anti- fraud and corruption policies and procedures	The role of the Chief Financial Officer in local government	
Legal advice is given either as a stand- alone piece of advice or in relation to a case on which Legal Services are instructed to advise.	Policies & Strategies - Home	
We recognised the importance of having effective arrangements in place for the Monitoring Officer function by updating and strengthening the role of the Monitoring Officer in the Council and recruiting a suitably qualified person for the post.		

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
Openness		☺
<ul> <li>We publish agendas and minutes for all our meetings on our website.</li> </ul>	Browse Meetings, MIDDEVON.GOV.UK	We publish recordings of all our meetings on the website (with the exception of Part 2 business and in
<ul> <li>We publish key decisions on the website</li> </ul>	Forthcoming Decisions  Publication Scheme -	certain other limited circumstances on an exceptional basis).
We have a FOI publication scheme	MIDDEVON.GOV.UK	We sometimes send out policies which
We have a standard report template	Report template	are being reviewed to partner agencies for comment. Eg Income Management
<ul> <li>We have a calendar of dates for submitting, publishing and distributing timely reports.</li> </ul>	Committee Report Procedure	policy review will be sent to CHAT, Wiser£money etc for comment. Homelessness strategy – we held a
Engaging comprehensively with institutional stakeholders	Community Engagement Strategy and	meeting for external stakeholders including the Police.
<ul> <li>We meet with our local colleges of FE and key local employers to discuss how the Council can support their work</li> </ul>	Action Plan	
Engaging with individual citizens and service users effectively		

We publish details of consultations and petitions on our website	Consultation & Involvement	
'	Communication strategy	
We have policies for communication and Social Media		
	Housing News 4U	
We have an active Tenant involvement group – Tenants Together which produces regular newsletters		
Mid Devon Gypsy and Traveller Forum established		

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified	
Defining outcomes		☺	
<ul> <li>We have a new vision focus for the Corporate Plan 2016-20202020-2024: Your council, your future Sustainability</li> <li>We have an agreed Corporate Plan for</li> </ul>	Our Corporate Plan  The new Corporate Plan for 2020-2024 was recommended to Council for adoption by Cabinet and was duly adopted on 26 February 2020	Regular reports on progress against the Corporate Plan including a set of agreed standard measures  Corporate plan priorities and targets are cascaded throughout the Council	
2016-20202020-2024  Sustainable economic, social and environmental benefits		Public Sector Equality Duty training sessions have been run for Members and staff	
<ul> <li>We have a capital asset management group which aims to maximise the return on our capital assets</li> </ul>	Asset Management & Capital Plan  10 year design plan for open spaces	There were 2 meetings of the Equality forum during 2019/20	
Optimising sustainability and taking a long term view	Medium Term Financial strategy	The Equality Objective for 2018/19 to	
We treat everyone fairly and equally.	Equality and Diversity	review the work of, and work towards the	
Climate Change Declaration made at Full Council on 26 June 2019	The Housing Service has a comprehensive set of policies which ensures consistency in service delivery. We use the Devon Home Choice Scheme to assess housing need and to allocate	revival of, the Corporate Equalities Group has not yet been completed. Although some progress has been made this will continue to be the Equality Objective for 2019/20.	

our homes. This ensures consistency and
is also open and transparent.
Cabinet Member for Climate Change
appointed in January 2020

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified	
Determining interventions		<u> </u>	
<ul> <li>Our governance structure is based on the strong leader and Cabinet with Policy Development Groups (PDGs) and Scrutiny Committee providing robust challenge.</li> </ul>	These Executive arrangements are currently under review and a Governance Working Group has been established which held its first meeting in March 2020	Regular reports on progress against the Corporate Plan including a set of agreed standard measures to Councillors and staff	
The call in process for Scrutiny and reviews of performance by PDGs.		The process for aligning service budgets plans and objectives has been reviewed and is more effective	
<ul> <li>3 Rivers shall prepare a Business Plan to include such content as the Council may require from time to time and notify to 3 Rivers in writing. The</li> </ul>	Committee Report Procedure	Financial information is now regularly included in performance and risk reports	
Business Plan shall cover a period of 5 years and shall be updated annually		Internal Audit progress reports showing areas reviwed, assurance opinion and ke actions arising.	
Planning interventions			
<ul> <li>Calendar of dates for developing and submitting plans and reports that are adhered to.</li> </ul>		External Auditors report on the Statement of Accounts, including an opinion on Value for Money for the Council.	
We publish details of consultations and petitions on our website.			

 Key Performance Indicators have been established and approved for each service element and included in the service plan and are reported upon regularly to Committees.

# Optimising achievement of intended outcomes

- budgeting medium term
- financial strategy
- process is all-inclusive, taking into account the full cost of operations over the medium and longer term
- Risk management and performance monitoring are key measures to support interventions.
- The Audit Committee is supported by independent internal audit assurance reports provided by Internal Audit (DAP), and the External Auditors' annual opinion on the statement of accounts.

**Consultation & Involvement** 

Medium Term Financial Plan

Audit Committee meetings are held in a public forum.

The plans of work for both Internal and External Audit are considered and approved by the Committee.

The Committee will receive regular update reports from both sets of Auditors and will hold management to account for any correcting action that may be required.



Continue to strengthen the link between finance and performance during 2019/20, particularly in the light of budget cuts and cost savings requirements

External legal and financial reviews have been undertaken on 3 Rivers at the request of Cabinet. A number of recommendations have come from this work regarding improving governance arrangements. These were all approved by Cabinet at their meetings of 11 June and, after consultation with Scrutiny and Audit committees, 9 July. An action plan is in place to address the recommendations

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
Developing the entity's capacity		☺
<ul> <li>We are committed to improving staff welfare which should reduce our sickness absence which is a direct cost to the Council.</li> <li>All Managers have been put through a Management Training Programme</li> </ul>		A programme of training and briefing sessions for elected Members has been agreed to ensure Members remain up to date with current issues, are clear about their roles, and have sufficient information to make informed decisions.
Developing the capability of the entity's leadership and other individuals  • We provide all staff with job		Members have signed up to the Developing Your Leadership Potential Programme being run as part of a shared Member development service with other Devon and Somerset Authorities.
descriptions setting out their duties clearly and document the personal qualities and attributes required for each post.		The qualifications, skills, behaviours and personal attributes required by staff in their roles are identified and documented, and reviewed regularly.
<ul> <li>We operate an appraisal scheme for all staff to identify development and skills needs and assess performance.</li> </ul>		
·		
<ul> <li>We operate a protocol to govern the relationship between Members and</li> </ul>	Constitution Equality and Diversity	The current economic situation is likely to continue to cause a reduction in the

officers which ensures access to		number of staff employed by the
appropriate information.		Authority. We have identified that this
		presents a potential risk to our ability to
We treat everyone fairly and equally.		retain the skills and experience needed.
We take the Health and Safety of our		The new "Evolve" project is wrapping up
Staff extremely seriously.		these themes.
	New Councillors Induction Programme	
We provide new Members with	New Countries industrial Frogramme	
induction training on appointment.	Member Development Policy	
. We evaluate the training needs of		
We evaluate the training needs of  Mambara and run briefings on key		
Members and run briefings on key		
topics to ensure they have the knowledge and information to make		
effective decisions.		
enective decisions.		
The Corporate Peer Challenge report in		
2017 identified the extent to which we		
have radically-improved and confirms		
that we are in a strong position to		
address future challenges.		
T		
The Head of Paid Service has an		
annual appraisal and is set		
performance targets by the Cabinet		

Principle F: Managing risks and performance through robust internal control and strong public financial management			
How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified	
Managing risk		☺	
All reports which go to Committee include a risk assessment as part of the required components on our report template.	Report Template	The Leader's annual report to Scrutiny is mapped against the Corporate Plan priorities to make the link easier to see.	
<ul> <li>Our Risk &amp; Opportunity Management Strategy was reviewed and approved by Audit Committee on 2019 March 20198.</li> </ul>	Risk & Opportunity Management Strategy	We entered into internal audit management arrangements with Devon Audit Partnership which has further strengthened the effectiveness of our Internal Audit Service.	
<ul> <li>Risks on our risk register are allocated to individual managers who are named on reports.</li> </ul>		The internal annual audit report and opinion supports this as does training provided by DAP to the Audit Committee.	
• The Audit Committee actively monitors risks and controls at their meetings.		Housemark - the Housing Service subscribes to this. This may assume	
Managing performance		greater importance should the Government implement changes mooted	
Our Performance has been mapped to the Corporate Plan; all our Aims have performance measures.		in the Social Housing Green Paper last year.  An Internal Audit report on the main	
Benchmarking information is included where available; a Council –wide subscription to LG Inform Plus is		accounting system was of a good standard of assurance.	

improving the use of benchmarking and is regularly promoted at Group Manager Team meetings.

- Calendar of dates for submitting, publishing and distributing timely reports that are adhered to.
- All agenda and minutes of Scrutiny committee are published on our websites, including recordings of the meetings.
- 3 Rivers shall ensure that the Managing Director shall attend meetings or parts of meeting(s) up to a maximum of four times per year as the Council may require on not less than 5 Business Days' notice and shall answer questions put by the Council and provide information regarding its activities as reasonably requested.
- Performance and Risk Reports go to PDGs, Cabinet, Audit and Scrutiny Committees.
- Leadership Team is committed to the performance framework.

Committee Report Procedure

Meetings, agendas, and minutes - MIDDEVON.GOV.UK



The 2018/19 Internal Audit report for Development Control identified "Improvements Required" with regard to the inability of the legacy systems to provide a full overview of the 'trigger points' for all of the \$106 agreements.

A follow up review took place in 2019/20; the assurance opinion remains at "improvements required" where the risks around identification of S106, income management and utilisation of funds remain. We do, however, consider that weaknesses previously reported are being addressed and therefore the direction of travel is positive.

The 2018/19 internal audit report on risk management opinion was "The quality of information about risks and the mitigating action of those risks required significant improvement to enable the risk register and risk management framework to be an effective tool to protect the Council's activities". There has been good progress

Formatted: Strikethrough

Our Risk & Opportunity     Management Strategy was reviewed and approved by Audit Committee on 19 March 2019.      We have effective and up-to-date	Risk & Opportunity Management Strategy  Fraud, Money Laundering and Whistleblowing	although further improvements needed.  Audit Committees need to further challenge the adequacy of mitigating actions recorded and monitoring of progress  An Internal Audit Report on 3 Rivers states "We consider that the current	
anti-fraud and corruption policies and procedures		developing position of the Company and the level of risk and investment into this	
<ul> <li>We have entered into a partnership to provide our Internal Audit Service in- house.</li> </ul>		new venture represents a significant risk to the Authority." We have reviewed the risks on the Corporate Risk Register to reflect the findings of the Internal and	
Our Audit Committee attend training offered internally and externally.		External audit reports. This will be regularly monitored and updated where appropriate.	
Managing data			
We have Data Protection and Information Security Policies in place.	Policies & Strategies - Home	A draft Internal Audit report on counter fraud indicates "improvements required".  There are some key messages in that	
We have mandatory Data Protection and Information Security training for all staff, Members and contractors (with access to our computer	Learning Management System	report about policy and strategy and the absence of monitoring and reporting of fraud in the Council.	
<ul><li>we have a Data Quality Policy in place.</li></ul>	Policies & Strategies - Home		

We check performance information as part of every audit we do.	
Strong public financial management	
We publish a Medium Term Financial Strategy covering 5 years each year.	medium term financial strategy
We publish Monitoring Reports from July to February each year	
The budget book is published on the website	Budgets - MIDDEVON.GOV.UK

How We Meet these Principles	Where You Can See Governance in action	Assurance Received and Issues Identified
Implementing good practice in transparency		$\Theta$
<ul> <li>We publish our Statement of Accounts on our website.</li> <li>Implementing good practices in reporting</li> </ul>	Statement of Accounts	Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.
<ul> <li>We report regularly on our performance to PDGs, Cabinet, Audit and Scrutiny Committees</li> <li>We publish our Annual Governance Statement and Action Plan on our website and take Progress reports on the Action Plan to every audit Committee meeting.</li> </ul>	Annual Governance Statement	Best Practice 14 from Ethical Standards in Local Government. A Review by the Committee on Standards in Public Life January 2019
Assurance and effective accountability  Our Internal Audit Manager complies with the CIPFA Statement on the Role of the Head of Internal audit	The Role of the Head of Internal Audit CIPFA	

We completed our annual self- assessment against the Public Sector	
Internal Audit Standards	

Impact on Governance	What we have done	Assurance Received and Issues Identified
Significant organisational disruption with new emergency responsibilities, increased staff absence and also staff working from home  Impact on business as usual in the delivery of services	We have held weekly Incident Management Meetings since 6 March We have a Business Continuity Action Plan which has been updated every week since 6 March Our Leisure centres were closed on 20 March	We have been able to claim for furloughed staff from HMRC  Data sharing agreements and privacy notices have been updated as necessary to reflect different ways of working and new initiatives
New areas of activity as part of the national response to coronavirus and any governance issues arising Implementation of new policies and processes	Staff numbers have stablised with 30% working on site, 40% working from home, 20% furloughed and 10% absent  Chief Executive is making operational decisions to respond effectively to emergency situation.	Significant work will be required to rebalance the budgets for 2020/21 and beyond. A revised budget will be presented to Cabinet in September to reflect the impact Covid 19 has had on the Council's financial position
Emergency assistance New collaborative arrangements	Daily briefings to Members were initated by the Chief Executive on 12/03/20 and these continued until the end of April. (Since then reverting to regular, but lower, frequencies depending on requirements).	Significant loss of income from Leisure centres and other fees and charges including parking charges  Funding has been received but does not cover the full extent of the losses however further funding is anticipated

The funding and logistical consequences of delivering the local government response	Leaders and Chiefs from across Devon working collaboratively to ensure shared visibility and commonality of approach wherever possible.	Zoom style meetings are likely to continue for the long term maybe with a mix of on site and remote attendance. This may be seen as affecting the democratic process
Changes to decision making arrangements and the conduct of meetings	Dodomovimovit of staff to posicit with the	as debate is-may be reduced but business can and is being conducted
Funding and cash flow challenges	Redepoyment of staff to assist with the business grant schemes	
	Working with CHAT, Navigate and local supermarkets to support vulnerable residents	
Assessment of the longer term disruption and consequences arising from the coronavirus pandemic		
Existing projects and programmes have been put on hold  New priorities and objectives introduced  New risks identified or existing risks	Several Committee meetings were cancelled but they re-commenced virtually from 23 April once legislation was changed to permit this	
escalated	Cashflows have been successfully managed	

A significant amount of council business	
has been delayed, such as policies, but	
work has commenced on re-scheduling	
key decisions	
Recovery and enforcement work has	
been postponed	
The Covid 19 risk of economic damage to	
the Council has been escalated to the	
maximum score of 25	