

## Staffordshire Commissioners Office Governance & Assurance Report

ETAP Public Meeting 25<sup>th</sup> May 2022

Item 6

### 1. SCO Audit & Reviews:

#### Completed since last report:

Area	Completed By	Date Complete	Outcome
SCO Covid Response	ETAP	December 2021	No recommendations. Update to ERP October.
SCO Governance Arrangements	RSM	January 2022	Substantial Assurance: 1 x Low Level recommendation
SCO Strategic Risk Management	RSM	February 2022	Substantial Assurance: No recommendations

#### Coming Audits/Inspections:

Area	Completed By	Due Date	Update
SCO ICVA Scheme Management & Compliance	RSM	November 2022	
Joint with Force: Asset Management	RSM	January 2023	
Joint with Force: Pay Progression Standard	RSM	July 2022	
Joint with Force: H & S Employer Responsibilities	RSM	August 2022	
Joint with Force: Finance System	RSM	January 2023	
CISP Project	ETAP	October 2022	
CISP Outcomes	ETAP	March 2023	

### 2. SCO Recommendation's Update:

#### Completed since last report:

Area & Date Identified	Recommendation	Update / Action Taken	Date Complete
Annual Governance Statement 2020/21	The SCO to implement Part 1 requirements in conjunction with both operational services and ensure appropriate feedback to the Home Office consultation on Part 2 of the PCC review.	Feedback given to part 2 and AGS updated to reflect	March 2022
Annual Governance Statement 2020/21	The SCO to look to enhance provision of information surrounding sustainability agendas across the SCO, Force and FARS in the next AGS for FY 2021/22.	Captured in new AGS action that encompasses CIPFA & Treasury Management.	March 2022
Internal Audit: SCO Governance. (February 2022)	The review has confirmed that the SCO has well-designed controls in place. RSM noted that a Terms of Reference (ToR) template is used for each forum and that the ToR's clearly define the purpose and duties. RSM identified that timescales are not being recorded for actions raised during certain	New template for recording of actions created. This has been issued to all Business Support Officers. Item addressed in SCO Monday Management Meeting and all advised that as Chairs responsibility lies for	March 2022

	meetings, and therefore one 'Low' priority action has been agreed with management.	allocation and timescale for actions.	
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#### In progress:

Area & Date Identified	Recommendation	Update / Action Taken	Due Date
ICVA Quality Assurance (November 2020)	The scheme should actively plan for the next round of applications as the basis for making its subsequent application next time round (either for Gold Standard or, if that is achieved this time, to focus on securing Platinum).	QAF assessment delayed due to Covid – planning in place for commencement of assessment in January 2022.	October 2023
Annual Governance Statement 2021/22	The SCO looks to guidance issued by CIPFA &/or the Treasury Management Code to enhance reporting on Environmental, Social and Governance Report (ESG)		March 2023
Annual Governance Statement 2021/22	ETAP undertake a review to the project plan and implementation stages of CISP in Autumn 2022. In addition that a further review be conducted on the operational processes of CISP and its governance arrangements in March 2023.		March 2023
Annual Governance Statement 2021/22	The Governance & Assurance Team gain assurance through Internal Audit that actions identified as required in the new grading system for ICVA be completed and associated evidence be maintained.		March 2023
ETAP Review SCO Covid Response (December 2021)	An update from the SCO regarding the Franklin Covey work and any learning taken from the Covid-19 pandemic to be given to the ETAP Ethics Review Panel.		October 2022

### 3. SCO Risk Management:

The SCO Strategic Risk Register is submitted to ETAP Finance Panel on a quarterly basis and discussed in that forum.

SCO, Police and Fire Strategic Risk Registers form part of the SGB Collaboration Agenda on a quarterly basis. The registers are also shared for information to each Joint Strategic Estates Board and Strategic Governance Board.

### 4. SCO Governance & Assurance Operational Update:

Items of interest between reports to this forum:

- Full review of SCO Governance Arrangements linked to Force Governance changes post the Leapwise report. Report approved at Police SGB 3<sup>rd</sup> May 2022, Fire SGB 4<sup>th</sup> May 2022. Changes implemented and being monitored.
- Amendments to the Corporate Governance Frameworks of SCO & Police and Fire. Linked to Contract Standing order regulations and also PFCC Delegations and approvals by both Chief Officers.
- Commissioners Independent Scrutiny Panels project launched, including training and first meeting held.
- SCO Annual Governance Statement produced with ETAP involvement.

Significant Items for review and approval in the coming months:

- Submission due in November 2021 to CoPaCC for the Annual Statutory Transparency Quality Mark, has been delayed by 12 months.