

Staffordshire Commissioners Office
Governance & Assurance Report
ETAP Public Meeting 23rd November 2022

Item 6

1. SCO Audit & Reviews:

Completed since last report:

Area	Completed By	Date Complete	Outcome
SCO ICVA Scheme Management & Compliance	RSM	Superseded	Postponed until March / April 2024 due to national assessment by ICVA commenced October 2022.

Coming Audits/Inspections:

Area	Completed By	Due Date	Update
Joint with Force: Asset Management	RSM	January 2023	
Joint with Force: Pay Progression Standard	RSM	December 2022	Awaiting Report.
Joint with Force: H & S Employer Responsibilities	RSM	November 2022	Awaiting Report.
Joint with Force: Finance System	RSM	January 2023	
CISP Project	ETAP	October 2022	Scope build in progress.
CISP Outcomes	ETAP	March 2023	

2. SCO Recommendation's Update:

Completed since last report:

Area & Date Identified	Recommendation	Update / Action Taken	Date Complete
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. Superseded – ICVA National Assessments commenced earlier than envisaged, October 2022.	Superseded
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.	Superseded – ICVA National Assessments commenced October 2022, earlier than originally envisaged of spring 2023.	Superseded
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.	Completed – Update given to ERP in November 2022.	October 2022

In progress:

Area & Date Identified	Recommendation	Update / Action Taken	Due Date
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)	October 2022 – CIPFA Guidance Received, review commenced on detail and AGS Content.	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.	November 2022 - Scope build in progress for project element.	March 2023

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:

- Submission due in November 2021 to CoPaCC for the Annual Statutory Transparency Quality Mark, has been delayed by 12 months. We have still not had a new date for commencement of the submission, this item is flagged in the Governance Team Business plans as outstanding completion.

Significant Items for review and approval in the coming months:

- Review of CISP Project and Operational Outcomes & Processes by ETAP.
- AGS build and ETAP Consultation.
- ETAP Guidance Document Review, aligned to the October 2022 CIPFA release: Audit Committees, practical guidance for local authorities and police. This will also include a refresh of Audit Committee training and Induction Training relevant to ETAP post holders.