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Title and Version	CG Coordinating Group ToR v5
Purpose	Discussion document
Relevant to	Director of Strategic Finance
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Summary	First draft Terms of Reference for proposed corporate governance coordinating group
Creating branch	SM&PD
Date created	19 November 2007
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MPS Corporate Governance Coordinating Group Terms of Reference

Objectives:

- To ensure the MPS has a corporate governance framework that reflects the principles of openness; integrity; accountability and equality and supports the delivery of quality policing for London;
- To consolidate and develop the MPS corporate governance framework in the light of the Good Governance Standard for the Public Service and the recent publication of guidance for the police service in implementing the CIPFA / SOLACE governance framework.

The specific tasks for the Corporate Governance Coordinating Group are:

- to develop a 'local code' of corporate governance required by the CIPFA / SOLACE governance framework (evolution of current corporate governance framework);
- to develop the local code by clarifying the elements of the framework, undertaking a 'gap analysis' against good practice as set out in the Good Governance Standard for the Public Service and the CIPFA / SOLACE governance framework, identifying areas that need updating, and agreeing a work programme with timescales and responsibilities;
- to refresh the MPS Key Internal Control Framework;
- to consider how the MPS might undertake an evaluation of the effectiveness of the key areas of MPS corporate governance, including those set out in the MPS Key Internal Control Framework in a non-bureaucratic but robust manner;
- to develop the inaugural MPS Annual Assurance Statement (leveraging the existing good practice MPS Statement on Internal Control and talking due account of the template Annual Assurance Statement in the CIPFA / SOLACE governance guidance;
- to embed the corporate governance framework by making it more accessible to staff so they understand how it impacts on their day-to-day work;

- to consider the implications of the development of the corporate governance framework on decision making processes and
- to monitor the progress of the various strands of the programme.

Benefits and outcomes:

The main benefits of this proposed project are as follows:

- 1) Improved MPS governance arrangements leading to improved performance;
- 2) Improved control environment leading to improved performance (and better annual MPA Internal Audit internal control assessments);
- 3) Improved corporate risk mitigation leading to an improved risk profile;
- 4) Compliance with the CIPFA / SOLACE corporate governance imperative;
- 5) Compliance with the SORP 2007 and Accounts and Audit Regulations;
- 6) Improved Police Use of Resources Evaluation (PURE) scores across all themes.

Deliverables:

The programme deliverables are:

- 1) A refreshed MPS corporate governance framework (including agreement on ownership of any new elements);
- 2) An action plan to fill gaps in existing corporate governance arrangements (again including owners);
- 3) Agreement to an approach to evaluating the effectiveness of individual key MPS internal controls and a plan to deploy the approach Met-wide;
- 4) Refreshed MPS Key Internal Control Framework;
- 5) MPS Annual Assurance Statement (for 2007/08);
- 6) A framework for monitoring progress regarding:
 - a) The development of the corporate governance framework
 - b) Compliance and quality assurance

Project Governance

Programme Board:

The Director of Strategic Finance will be the Project Sponsor for the MPS corporate governance programme. The programme will report into MPS Performance Board on a quarterly basis.

Programme Coordinating Group:

A Coordinating Group chaired by the Director of Strategic Finance will manage day-to-day activity. The Coordinating Group will consist of the following (where specific posts titles are not included, the relevant Director is asked to nominate a senior corporate governance lead to the Working Group):

- Director of Strategic Finance (Chair)
- Director of Risk Management
- Director of Legal Services
- Strategic Finance corporate governance lead (TBC)
- Senior representatives (DAC level) of Procurement Services, Property Services, Human Resources, Directorate of Information and Operational Services
- Senior representatives (DAC level) of all other Business Groups

In line with the move to have a single point of contact for corporate governance, the Assistant Director, Programme and Information Management, (Resources Directorate) will programme manage the work.

All meetings of the Coordinating Group will be minuted.