

## **Introduction**

Corporate governance is about how the Council directs and controls what it does. Good corporate governance requires the Council to carry out its functions in a way that demonstrates accountability, transparency, effectiveness, integrity and inclusively. It also includes how the Council relates to the communities that it serves.

The council is committed to being at the forefront of those local authorities that are able to demonstrate that they have the necessary corporate governance to excel in the public sector. The Code is a statement that sets out the way the council will meet that commitment.

The Corporate Governance framework consists of six core principles and the following sets out the actions taken by the council in relation to each core principle.

**Principle 1: The council will focus on its purpose, on outcomes for the community and creating and implementing a vision for the local area.**

The council will do this by:

- Exercising strategic leadership by developing and clearly communicating its purpose and vision and its intended outcomes for the City's citizens, partners and service users.
- Developing and promoting its purpose and vision.
- Reviewing on a regular basis its vision for the local area and its implications for governance arrangements.
- Ensuring service users receive a high quality of service whether directly, in partnership, or by commissioning.
- There is effective performance management and mechanisms for driving improvement.
- Making best use of its resources so that the taxpayers and service users receive excellent value for money.

- Considering the environmental impact of policies, plans and decisions.
- Reducing inequalities by increasing opportunities throughout the city.

**Principle 2: The council's members and officers will work together to achieve a common purpose with clearly defined functions and roles.**

The council will do this by:

- Ensuring effective leadership throughout and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function.
- Ensuring that a constructive working relationship exists between its members and officers. The role and responsibilities of members and officers will be clearly set out and carried out to a high standard.
- Having clear relationships between the council, its partners and the public are clear so that each knows what to expect of the other.
- Ensuring its values are promoted and effective for Brighton & Hove stakeholders and partners.

**Principle 3: The council will promote its values and demonstrate the value of good governance through upholding high standards of conduct and behaviour.**

The council will do this by:

- Ensuring its members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance in order to create a climate of openness, support and respect.
- Ensuring its leadership sets a tone for the authority by creating a climate of opening, support and respect.

**Principle 4: The council will take informed and transparent decisions that promote value for money and are subject to effective scrutiny and managing risk.**

The council will do this by:

- Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny
- Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs.
- Ensuring that an effective risk management system is in place, with members and officers at all levels recognising that risk management is part of their job.
- Using its legal powers to the full benefit of the citizens and communities in its area to meet specific legislative requirements and general responsibilities required by general law and are within the limits of lawful activity.

**Principle 5: The council will develop the capacity and capability of members and officers to be effective.**

The council will do this by:

- Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles.
- Developing the capability of people with governance responsibilities and evaluate their performance, as individuals and as a group.
- Encouraging the local community to be active participants in the democratic process through the provision of information and accessible systems and procedures.

**Principle 6: The council will engage with local people and other stakeholders to ensure robust public accountability.**

The council will do this by:

- Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships.

- Taking an active and planned approach to dialogues with and accountability to the public to ensure effective and appropriate service delivery whether directly, in partnership or by commissioning.
- Making best use of human resources by taking an active and planned approach to meet responsibilities to its staff

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## Code of Corporate Governance – Evidence

<b>CORPORATE GOVERNANCE FRAMEWORK</b>		
<b>Corpora rate Governance comprises the systems and processes, cultures and values, by which the council is directed and controlled and through which it accounts to, engages with and where appropriate, lead the community</b>		
1. The council will focus on its purpose, on outcomes for the community and creating and implementing a vision for the local area.	2. The council's members and officers will work together to achieve a common purpose with clearly defined functions and roles.	3. The council will promote its values and demonstrate the value of good governance through upholding high standards of conduct and behaviour.
4. The council will take informed and transparent decisions that promote value for money and are subject to effective scrutiny and managing risk.	5. The council will develop the capacity and capability of members and officers to be effective.	6. The council will engage with local people and other stakeholders to ensure robust public accountability.

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(A) Key Documents: Regular/Annual Review or Production	(B) Key Documents: Ad hoc Review or Production	(C) Contributory Processes / Regulatory Monitoring	
<ul style="list-style-type: none"> <li>▪ Community Strategy</li> <li>▪ Medium Term Financial Strategy</li> <li>▪ Directorate Plans</li> <li>▪ Service Business Plans</li> <li>▪ Corporate Risk Register</li> <li>▪ External Audit Annual Governance Report</li> <li>▪ TBM Budget Monitoring Reports</li> <li>▪ Annual Internal Audit Report</li> <li>▪ Statement of Accounts</li> <li>▪ Local Area Agreement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Constitution including Standing Orders</li> <li>▪ Communications Strategy</li> <li>▪ Financial Procedures</li> <li>▪ Workforce Strategy</li> <li>▪ Freedom of Information Publication Scheme</li> <li>▪ Health and Safety Policy</li> <li>▪ ICT Strategy</li> <li>▪ Risk and Opportunity Management Strategy</li> <li>▪ Members Code of Conduct</li> <li>▪ Officers Code of Conduct</li> <li>▪ Partnership Working Guidelines</li> <li>▪ Published Agendas, Reports and Minutes of Committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Audit Committees</li> <li>▪ Standards Committees</li> <li>▪ Overview and Scrutiny Committees</li> <li>▪ Independent Remuneration Panel for Members Allowances</li> <li>▪ Officers Governance Board</li> <li>▪ Risk Management Steering Group</li> <li>▪ Section 151 Officer</li> <li>▪ Head of Paid Service</li> <li>▪ Customer complaints process</li> <li>▪ The Management Team</li> <li>▪ Value for Money Steering Group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Job Evaluation Process</li> <li>▪ Employee Induction</li> <li>▪ Employee Surveys</li> <li>▪ PDPS Scheme</li> <li>▪ Health &amp; Safety</li> <li>▪ Internal Audit</li> <li>▪ External Audit</li> <li>▪ Gifts &amp; Hospitality Registers</li> <li>▪ Annual Review of Internal Audit</li> <li>▪ Business Continuity</li> <li>▪ Investors in People</li> </ul>

- Codes of Conducts
- Whistleblowing Policy
- Counter Fraud Strategy
- Equality & Diversity Policy

- Budget consultation
- Job Descriptions and Person Specifications

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## **Review of Corporate Governance Arrangements**

The council will conduct an annual review of its corporate governance arrangements, in particular against the six core principles. The purpose of the annual review will be to provide assurance from a number of sources that corporate governance arrangements are adequate and operating effectively. Where appropriate, actions will be agreed for improvements.

The outcome of the annual review of corporate governance arrangement will be published in the Annual Governance Statement.

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