



## LOCAL CODE OF CORPORATE GOVERNANCE

### 1. Definition of Corporate Governance

- 1.1 The Council has defined corporate governance as the system by which the council directs and controls its functions and the way it relates to its community.
- 1.2 The system referred to above include the policies, procedures, legislation and structures which together control the way the council manages its business. The Code of Corporate Governance will comply with the requirements of the CIPFA/SOLACE Framework.

### 2. Principles of Corporate Governance

- 2.1 In undertaking all its work the council will have regard to the four key principles of corporate governance.

**Openness:** openness is required to ensure stakeholders can have confidence in the decision making and management processes of the Council. Being open in the disclosure of information leads to effective scrutiny of our functions.

**Inclusiveness:** an inclusive approach ensures that all stakeholders and have the opportunity to engage effectively in the decision-making processes and actions of the Council.

**Integrity:** is based upon honesty, selflessness and objectivity, and high standards of propriety and probity in the stewardship of public funds and management of the Council's affairs.

**Accountability** - accountability is the process whereby the Council, members and staff are responsible for their decisions and actions regarding all aspects of the Council's work.

### 3. The Governance Framework

3.1 The Council will ensure that it has arrangements in place to ensure the six core themes of the CIPFA/SOLACE Framework are met, these are:

**Theme 1: The purpose of the council focusing on outcomes for the community and implementing a vision for the local area**

Hart District Council Will	How it Will be Achieved
Develop and promote its vision for its local community	Corporate Plan Community Strategy Service Plans Medium Term Financial Strategy
That partnerships are underpinned by a common vision that is understood and agreed by all parties	Use of the Partnership Framework and Partnership Toolkit
Decide how the quality of service for users is to be measured and make sure that the information needed to review service quality is readily available.	Service Plans Key performance indicators Consultation use of satisfaction surveys Service Reviews and Improvement plans
Put in place a system for providing management information for the measurement of value for money.	VFM Assessments Integrated Budget Review / Service Planning process
Ensure an appropriate decision making process is in place.	Constitution Member and officer Codes of Conduct Committee Structure Meeting Agendas and minutes

**Theme 2: Members and officers working together to achieve a common purpose with clearly defined functions and roles**

<b>Hart District Council Will</b>	<b>How it Will be Achieved</b>
Put in place clearly documented protocols for officer and member relationships	Constitution Codes of Conduct for members and officers
Ensure there a clear statement on the roles and responsibilities of the executive and of the individual members of the executive.	Constitution Conditions of Employment Codes of Conduct for members and officers
Ensure there is an effective decision making process in place	Committee Structure Scheme of Delegation Constitution
Ensure that the Chief Executive is accountable for all aspects of operational management.	Organisation Structure
Ensure protocols exist for the Leader and Chief Executive to have a clear understanding of their roles and responsibilities and shared objectives	Management Team Regular meetings between Chief Executive and Leader of the Council
Make a senior officer responsible for all financial advice and for keeping proper financial records and accounts and maintaining a sound system of internal control.	Section 151 Officer responsibilities Statement of Accounts Financial Regulations Standing Orders Budget Process Internal Audit Function Scheme of Delegation
That a senior officer is responsible for ensuring agreed procedures are followed and that applicable statutes and regulations are complied with.	Monitoring Officer responsibilities Ethical Framework Codes of Conduct for Officers and Members
Monitor and maintain the Constitution and Scheme of Delegation.	Monitoring Officer role
Ensure an appropriate committee is in place for reviewing the management arrangements of the council	Staffing Committee
Develop governance arrangements for key partnerships	Use of Partnership Framework and Partnership Toolkit for key partnerships

### Theme 3: Promoting and Demonstrating Good Governance

Hart District Council Will	How it Will be Achieved
That standards of conduct and behaviour for members and officers are properly defined and communicated	Member and Officer Codes of Conduct Whistleblowing process Anti Fraud and Corruption Policy Standards Committee
Ensure that arrangements are in place to ensure members and officers are not influenced by prejudice, bias or conflicts of interest in dealing with stakeholders.	Standing Orders Codes of Conduct Monitoring Officer Role Standards Committee
Develop and maintain shared values for the organisation.	Codes of Conduct
Develop and maintain an effective Standards Committee.	Standards Committee Terms of Reference

### Theme 4: Transparent Decision Making and Managing Risk

Hart District Council Will	How it Will be Achieved
Ensure that there is an effective Scrutiny function which encourages an effective challenge to the decision making process	Scrutiny Committee Committee Structure
Establish an Audit Committee where part of their role will be to ensure a robust risk management process is in place.	Audit Committee
Ensure the council identifies risks that would be a barrier to the achievement of objectives.	Strategic Risk Register Operational Risk Registers
Ensure there is an effective process in place to respond to complaints	Complaints procedures Ombudsman Process
Ensure that those making decisions are provided with information that is fit for purpose and gives clear explanations of technical and other implications that may arise for a particular decision	Committee Reports Member Induction Additional Member Training
Ensure that professional advice on matters that have legal or financial implications is available and recorded as part of the decision making process.	Report sign off procedure Attendance of officers at Cabinet and Full Council Meetings
Develop and maintain an effective Audit Committee	Audit Committee

**Theme 5: Developing the Capacity and Capability of Members and officers to be Effective**

<b>Hart District Council Will</b>	<b>How it Will be Achieved</b>
Provide an induction programme for members and update their knowledge on a regular basis.	Member induction training Ethical Training Planning Training Risk Management Training Financial Awareness Training
Ensure that the statutory officers have the skills, resources and support necessary to perform their roles and that these roles are properly understood throughout the organisation	Job Descriptions for Statutory Officers Induction Training For officers and members
Assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively	Appraisal process for all staff Training Development Plans
Ensure that effective arrangements are in place for reviewing the performance of the authority	Performance Management Framework
Ensure that effective arrangements designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority	Strategic Partnership Framework Citizens Panel

**Theme 6: Accountability and Engagement with Stakeholders**

<b>Hart District Council Will</b>	<b>How it Will be Achieved</b>
make clear to themselves, all staff and the community, to whom they are accountable and for what	Community Strategy Corporate Plan
produce an annual report on scrutiny function activity	Annual report from Scrutiny Chair
ensure that clear channels of communication are in place with all sections of the community and other stakeholders including monitoring arrangements to ensure that they operate effectively	Community Strategy Consultation process Citizens Panel

<b>Hart District Council Will</b>	<b>How it Will be Achieved</b>
Hold meetings in public unless there are good reasons for confidentiality.	Meeting Timetable
Ensure arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands	Consultation process Citizens Panel Partnership Framework
When working in partnership ensure consultation is planned with regard to methodology, target audience and expected outcomes.	Partnership Framework Consultation process Communication Strategy

### **Statement of Assurance**

As further evidence of our commitment to good governance the council will produce an annual statement of assurance on corporate governance. The statement will set out the arrangements that we have in place to maintain and improve governance and will form part of the Annual Statement of Accounts.

**Date of Statement: March 2008**