



LOCAL CODE OF CORPORATE GOVERNANCE

Hart District Council is committed to achieving good governance. The council will ensure it conducts its business in accordance with the law, proper standards and that public money is safeguarded and properly accounted for.

This document is a public statement that sets out the arrangements that the Council has in place and the actions it will take to maintain an effective governance framework.

Definition

Governance is about how the Council ensures it does things in the right way, for the right people and in a timely manner. When carrying out its functions the Council will have due regard to openness, honesty, integrity and accountability.

Principles of Good Governance

The Council will comply with the requirements of the CIPFA/SOLACE Governance Framework 2016. The framework comprises of seven key principles, these being:

- Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- Ensuring openness and comprehensive stakeholder engagement.
- Defining outcomes in terms of sustainable economic, social and environmental benefits.
- Determining the interventions necessary to optimise the achievement of the intended outcomes.
- Developing the entity’s capacity, including the capability of its leadership and the individuals within it.
- Managing risks and performance through robust internal control and strong public financial management.
- Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

Principle	How the Council Will Achieve
Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.	<p>The Council will ensure that Codes of Conduct are in place for both Officers and Members.</p> <p>We will ensure that the Council's values and standards are communicated to all employees, partners, contractors and members.</p> <p>The Council will act in an open and honest way, will have respect to the rights of individuals and will adhere to the law.</p> <p>The Council will create the conditions required to enable the statutory officers to fulfil their responsibilities in accordance with legislation and regulatory requirements.</p> <p>We will deal with breaches of the regulatory framework promptly, and take further action if required.</p> <p>The Council has a zero tolerance towards fraud and corruption.</p>

<p>Ensuring openness and comprehensive stakeholder engagement.</p>	<p>The Council will ensure that an open culture exists and that there are clear channels of communication open to the community.</p> <p>We will ensure communication systems allow customers to provide feedback on the services we provide.</p> <p>The Council will ensure that it's decision making process is both open and transparent via its Constitution and Committee Structure.</p> <p>We will ensure that there is clear reasoning behind decisions made. Where it is appropriate to do so we will actively seek the views of the community, using formal and informal consultations.</p> <p>The Council will establish and develop partnerships to ensure resources are used more efficiently, whilst still delivering expected outcomes.</p>
<p>Defining outcomes in terms of sustainable economic, social and environmental benefits.</p>	<p>The Council will have a clear vision of its objectives which will be outlined in the Corporate Plan.</p> <p>Service Plans will be agreed for services that the council provides. These will be linked to the achievement of objectives within the Corporate Plan.</p> <p>A set of performance indicators will be used to measure outcomes against targets.</p> <p>We will identify and manage risks to the achievement of objectives.</p> <p>We will provide services to our customers that meet their needs, taking into account priorities and resources available.</p>

<p>Determining the interventions necessary to optimise the achievement of the intended outcomes.</p>	<p>The Council will ensure that decision makers receive sufficient information on how expected outcomes will be achieved.</p> <p>Officers will ensure that members receive sufficient information for effective decisions to be made.</p> <p>The Council will ensure a robust Financial Strategy is in place to manage its finances.</p> <p>A calendar of meetings will be established to ensure progress on expected outcomes of the Corporate Plan can be monitored.</p> <p>Effective communication will be maintained with partners and stakeholders regarding how services will be planned and delivered</p> <p>A set of performance measures have been established and will be reported to management and members on a regular basis.</p> <p>Budget monitoring arrangements are in place to ensure there is effective financial control over the Council's finances.</p>
<p>Developing the entity's capacity, including the capability of its leadership and the individuals within it.</p>	<p>The Council will ensure employees and members have the skills required to carry out their role effectively.</p> <p>The Council will provide appropriate training to employees and members and encourages development where it will improve service provision.</p> <p>The Council has recognised the benefits that partnering can bring to help deliver expected outcomes.</p> <p>We will monitor and review activities to ensure planned outputs and outcomes are achievable.</p>

	<p>Effective communication will be maintained between the Joint Chief Executives and the Leader of the Council.</p> <p>A Scheme of Delegation will be maintained that is appropriate for the structure of the council.</p> <p>The Scheme of Delegation will clearly identify the roles and responsibilities of the Council's Senior Officers</p>
<p>Managing risks and performance through robust internal control and strong financial management.</p>	<p>The Council will ensure that the management of risk is part of the key decision making process.</p> <p>We will ensure that there is a clear understanding on who is responsible for the management of risk.</p> <p>Appropriate supporting information including risk implications will be provided to members as part of the decision making process.</p> <p>A scrutiny function will be maintained that is able to challenge and debate decisions.</p> <p>Financial Regulations and Standing Orders will be maintained to ensure there a clear understanding on how financial transactions will be properly accounted for.</p> <p>The Council will maintain a system of internal control that is sufficient to prevent and detect fraud.</p> <p>An internal audit function is in place, and with the resource available will review the effectiveness of the internal control framework.</p> <p>There is an Audit Committee that is independent of the Executive Function.</p> <p>Financial management supports the provision of services and ensures proper stewardship of public funds.</p>

Implementing good practices in transparency, reporting, and audit, to deliver effective accountability.

The Council will ensure details of reports and decisions are in the public domain.

The Council will ensure that is reports on its governance arrangements annually.

The Council will ensure that agreed actions recommended by External Audit are acted upon.

The Council will take part in peer reviews where resources allow.

An Internal Audit function will be maintained that will where possible comply with the requirements of the Public Sector Auditing Standards.

Dated: March 2017