



Leicester
City Council

WARDS AFFECTED
All

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:

Cabinet
Council

20 May 2002
30 May 2002

Corporate Governance

SUPPORTING INFORMATION

Draft Local Code of Corporate Governance

The City Council has developed and adopted a local code of corporate governance which reflects the key components as set out in the CIPFA/SOLACE Framework *Corporate Governance in Local Government: A Keystone for Community Governance*.

THE CODE

Community Focus

In carrying out its duties and responsibilities, the City Council will

- Work for and with the local community
- Exercise leadership, where appropriate in the local community
- Undertake an ambassadorial role to promote the well-being of the City through maintaining effective arrangements for
 - Accountability to stakeholders for its performance and the effectiveness in delivering its services and the sustainable use of resources
 - Demonstrating integrity in its dealings to build effective relationships and partnerships with other public agencies and the private and voluntary sectors
 - Demonstrating openness in all its dealings
 - Demonstrating inclusivity through effective communication and engagement with the local community
 - Development of a clear vision and corporate strategy in response to corporate needs.

Service Delivery Arrangements

The City Council will monitor the implementation of its agreed policies and decisions and aim to achieve continuous improvement in the procurement and delivery of services by maintaining arrangements which

- Demonstrate accountability for service delivery at a local level
- Ensure effectiveness through measurement of performance
- Demonstrate integrity in its dealings with service users and partnerships to ensure the “right” provision of services locally
- Demonstrate openness and inclusivity through its consultation with key stakeholders, including service users

- Are flexible and can be kept up to date, and adapted to accommodate change and meet user wishes.

Structures and Processes

The Council will put into place effective political and managerial structures and processes to govern its decision-making and the exercise of its authority, through

- Defining roles and responsibilities of members and officers to ensure accountability, clarity and ordering of its business
- Ensuring there is proper scrutiny and review of all aspects of performance and effectiveness
- Demonstrating integrity by securing a balance of power and authority
- Documenting its structures and procedures and ensuring they are communicated and understood to demonstrate openness and inclusivity
- Ensuring these structures and processes are kept up to date and adapted to meet change.

Risk Management and Internal Control

The Council will establish and maintain a systematic strategy, framework and processes for managing risk, which

- Include public statements on its risk management strategy, framework and processes to demonstrate accountability
- Establish mechanisms to monitor and review effectiveness against agreed standards and targets and the operation of controls in practice.
- Demonstrate integrity by being based on robust systems for identifying, profiling, controlling and monitoring all significant strategic and operational risks.
- Display openness and inclusivity through the involvement of those associated with the planning and delivering of services, including partners
- Include mechanisms to ensure the risk management and control process is monitored for compliance and that changes are accommodated.

Standards of Conduct

The Council will

- Exercise leadership by conducting itself as a role model for others to follow
- Define standards of personal behaviour to be expected of members and staff and those involved in service delivery
- Put in place arrangements that ensure
 - Accountability, through establishing systems for investigating breaches and disciplinary problems, and taking action where appropriate (including arrangements for redress)
 - Effectiveness, through monitoring compliance
 - Integrity, by ensuring objectivity and impartiality are maintained in all relationships
 - Openness and inclusivity, through the documentation of standards, and their regular review.

The Council will deliver these outcomes through

- Annually defining a series of local procedures and practices which together create the framework for good corporate governance as described in the CIPFA/SOLACE Framework *Corporate Governance in Local Government: A Keystone for Community Governance*.
- Nominating a lead officer for each, who will be responsible for assessing effectiveness in practice.

- Nominating a member of Directors' Board as the Council's "Corporate Governance Champion", responsible for pulling together assessments from lead officers and reporting to the Board on the overall picture, making recommendations for action as appropriate.
- Annual discussion, deliberation and updates at the Board
- Annual report members
- Producing an Assurance Statement on the extent to which the local code has been adhered to and the actions required where, adherence has not been achieved.

The key policies and procedures that will compose the core of this process, are listed below

Effective administration of Financial Affairs (Financial Procedure Rules and associated Guidance)
 Effective Human Resource Policies
 Members Code of Conduct and Political Conventions
 The Council Constitution
 Whistle-Blowing
 Anti-Fraud and Corruption
 EMAS
 Risk Management Strategy
 Project Management
 Communication Strategy
 Partnership Policies
 Community Plan
 Performance Management Framework
 Consultation Strategy
 Member's Support framework
 Code of Conduct (Officers)
 Contract Procedure Rules
 Health and Safety Policy
 Information Security Policy
 Procurement Strategy

This code was adopted by the Council at its meeting on XXXXXXXX 2002

APPENDIX 2

Specimen Assurance Statement

Leicester City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically efficiently and effectively. In discharging this accountability members and senior officers are responsible for putting into place proper arrangements for the governance of the Councils affairs and the stewardship of the resources at its disposal.

To this end the Council has approved and adopted a local code of corporate governance which is consistent with the principles and reflects the requirements of the CIPFA/SOLACE Framework *Corporate Governance in Local Government: A Keystone for Community Governance*. A copy of the code is on our website at www.leicester.gov.uk or can be obtained from

During the year, the Council has started to put into place improved management and reporting arrangements to enable it to satisfy itself that its approach to corporate governance is both adequate and effective in practice. Specifically it has adopted a risk management strategy, which will be implemented over the coming period. The Town Clerk has been given responsibility for

1. overseeing the implementation and monitoring of the operation of the code
2. reviewing the operation of the code
3. reporting annually to the Cabinet on compliance with the code and any changes necessary to maintain and ensure its effectiveness in practice.

We report that there are several areas of the code that are not yet in place. The main areas of non-compliance are: -

- 1.
- 2.
- 3.
- 4.

We propose over the coming year to take steps to address the above matters to further enhance our corporate governance arrangements.

We are satisfied that these steps will address the need for improvements that were identified in our first annual review and will review their implementation and operation as part of our next annual review.

Signed:.....Chief Executive, Leader, et al