

CHESTERFIELD BOROUGH COUNCIL

KEY ELEMENTS OF THE SYSTEMS AND PROCESSES THAT COMPRISE THE COUNCIL'S GOVERNANCE ARRANGEMENTS 2020/21

Key Element	CBC Arrangement
<p>Developing codes of conduct which define standards of behaviour for members and staff, and policies dealing with whistleblowing and conflicts of interest and that these codes and policies are communicated effectively</p>	<p>Codes of conduct for members and staff are included within the Constitution which is available to all staff on the intranet. Codes of conduct cover conflicts of interest. The Employee Code of Conduct was revised in March 2018</p> <p>The Council has a Confidential Reporting (Whistle blowing) Policy which is held in the policies section on the intranet</p> <p>Councillors have training on standards generally and also specifically (relating to e.g. planning, licensing). Training is supplemented by updates and refresher sessions as well as advice as necessary.</p> <p>All staff and elected members receive a comprehensive induction which covers behaviour and ethical values.</p>
<p>Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful</p>	<p>The Council has a properly resourced internal audit function and have an appointed monitoring officer and Section 151 officer.</p>
<p>Documenting a commitment to openness and acting in the public interest</p>	<p>Annual financial statements Council Plan</p> <p>The Council has adopted a current FOI Publication Scheme</p> <p>Compliance with the Transparency Agenda</p> <p>There is an approved Communication and Engagement Strategy which covers internal and external communications, engagement and consultation.</p> <p>All decisions by Committees are minuted</p> <p>There is an HRA Business Plan Steering Group to lead on the development of the HRA Business Plan that comprises of tenants, officers and elected members.</p>
<p>Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation</p>	<p>The Council Magazine "Your Chesterfield" which includes a specific section around Council Housing (Our Homes).</p> <p>The Council website Social Media Channels Council Tax information is on the website Current website full of information</p>

	<p>All reports are “open” agenda items unless there is a valid reason.</p> <p>Communications and Engagement Strategy. Feedback given on consultation through the website.</p> <p>An annual report to tenants is prepared and sent to the Housing Regulator (HCA), published on the website and a summary sent to all tenants each year via the Your Chesterfield/Our Homes newsletter.</p> <p>Housing have a Customer Engagement Strategy as required by the HCA and provide a variety of opportunities for tenants to be involved in and shape service delivery e.g. focus groups/formal meetings/informal drop ins/ use of a consultation bus in the community.</p>
Developing and communicating a vision which specifies intended outcomes for citizens and service users and is used as a basis for planning	<p>The council has a Council Plan 2019 – 23 which specifies the Council’s vision, priorities and values. This document details the aims of the council and sets the framework for all service plans. The Council Plan is aligned to the medium-term financial plan and refreshed each year on the basis of the affordability of each of the priorities.</p> <p>One Council: One Team is a core CBC value which is considered during all employee Performance Development reviews.</p>
Translating the vision into courses of action for the authority, its partnerships and collaborations	<p>The “vision” / Council Plan is fed in to service plans which include service objectives and performance indicators which all tie back to the Council’s Plan. Service plan objectives then feed into individuals performance development review objectives.</p>
Reviewing the effectiveness of the decision making in partnerships, information provided to decision makers and robustness of data quality	<p>A partnership protocol has been adopted. This includes arrangements for considering partnership arrangements including concerns and resource requests at Finance and Performance Board.</p>
Measuring the performance of services and related projects and ensuring that they are delivered in accordance with defined outcomes and that they represent the best use of resources and value for money	<p>Annual service plans are produced and link to the council’s objectives. Plans include improvements to performance indicators and projects which has supported increased information and challenge via Finance and Performance Board and Scrutiny. Further improvements planned to coincide with the Council Plan and Performance Management Framework 2019 – 2023.</p>
Defining and documenting the roles and responsibilities of members and management with clear protocols for effective communication in respect of the authority and partnership arrangements	<p>The roles of members and management are documented within the Constitution. All managers have job descriptions.</p>

Ensuring that financial management arrangements conform with the governance requirements of the CIPFA statement on the role of the Chief Financial Officer in Local Government (2015) and where they do not, explain why and how they deliver the same impact	The Council has in place an experienced qualified accountant as Acting Chief Financial Officer and complies with the requirements of the CIPFA statement on the Role of the Chief Financial Officer. A recruitment exercise is underway to recruit a service lead – finance.
Ensuring effective arrangements are in place for the discharge of the monitoring officer function	The Council has an experienced Monitoring Officer and Deputy in place
Ensuring effective arrangements are in place for the discharge of the head of paid service function	The Chief Executive is the Head of Paid service
Providing induction and identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training	All Members undergo induction training and this is supplemented by specific training on e.g. planning, licensing, standards. All officers have an induction and undergo relevant CPD to ensure that their professional skills and knowledge are maintained and updated. Training needs are identified at Performance Development Reviews and feed through into a learning and development plan.
Reviewing the effectiveness of the framework for identifying and managing risks and for performance and demonstrating clear accountability	There is a risk management Group in place, membership is made up of senior officers from every area of the Council and the Member for Governance. The Group regularly review the strategic and operational Risk registers. Internal audit undertake regular reviews of the risk management process.
Ensuring effective counter fraud and anti-corruption arrangements are developed and maintained in accordance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA 2014)	The Council has an anti-fraud, bribery and corruption policy and a confidential reporting Code. CIPFA's fraud checklist has been completed and the results reported to the Standards and Audit Committee. Aspire Learning has a fraud risk module that can be completed by all staff. The Council has a fraud risk register
Ensuring an effective scrutiny function is in place	There are 3 Scrutiny Committees Overview and Performance Scrutiny Forum Enterprise and Wellbeing Scrutiny Committee Community, Customer and Organisational Scrutiny Committee An annual Scrutiny report goes to Full Council
Ensuring that assurance arrangements conform with the governance	The Council is compliant with the CIPFA statement on the Role of Head of Internal Audit.

<p>requirements of the CIPFA statement on the Role of the Head of Internal Audit (2019) and, where they do not, explain why and how they deliver the same impact</p>	<p>The Internal Audit Consortium Manager is CIPFA qualified and there are sufficient resources to deliver the risk based audit plan. Due to COVID-19 the whole of the 2020/21 internal audit plan will not be delivered however sufficient work has been completed to provide an annual audit opinion.</p>
<p>Undertaking the core functions of an audit committee, as identified in Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA 2018)</p>	<p>The Standards and Audit Committee's terms of reference are included within the Constitution. The Standards and Audit Committee undertook a self- assessment of their role against CIPFA's Practical Guidance for Local Authorities and Police 2018 Edition in January 2020. The Committee were found to be compliant but identified a few improvement areas.</p>
<p>Ensuring that the authority provides timely support, information and responses to external auditors and properly considers audit findings and recommendations.</p>	<p>The 2019/20 final accounts were signed off in a timely manner. External audit recommendations are properly considered and acted upon.</p>
<p>Incorporating good governance arrangements in respect of partnerships and other joint working and ensuring that they are reflected across the authority's overall governance structures.</p>	<p>Core partnerships are supported by Service Level Agreements and are monitored accordingly by the Council's Client Officer, Joint Board etc. Housing's Tenant Challenge panel has a clear set of Terms of Reference and Code of Conduct for Members.</p>