

## CHESTERFIELD BOROUGH COUNCIL

### KEY ELEMENTS OF THE SYSTEMS AND PROCESSES THAT COMPRISE THE COUNCIL'S GOVERNANCE

<b>Key Element</b>	<b>CBC Arrangement</b>
Identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users	See Appendix 1 (1.1.1)
Reviewing the authority's vision and its implications for the authority's governance arrangements	See Appendix 1 (1.1.2)
Translating the vision into objectives for the authority and its partnerships	See Appendix 1 (1.1.3)
Measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources and value for money	See Appendix 1 (1.2.1, 1.3.1)
Defining and documenting the roles and responsibilities of the executive, non executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements	See Appendix 1(2.1.1)
Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff	See Appendix 1 (3.1)
Reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality	See Appendix 1 (2.1,2.2)
Reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability	See Appendix 1 (4.3)
Ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained	See Appendix 1 (3.1.2)
Ensuring effective management of change and transformation	There is a suitably qualified Business Transformation team
Ensuring the authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial	The Council has in place an experienced qualified accountant as Chief Financial Officer and

Officer in Local Government (2010) and, where they do not, explain why and how they deliver the same impact	complies with the requirements of the CIPFA statement See Appendix 1 (2.24)
Ensuring the authority's assurance arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010) and, where they do not, explain why and how they deliver the same impact	The Council is fully compliant with a qualified Head of Internal Audit and sufficient resources to deliver the audit plan. See Appendix 1 (2.2.4)
Ensuring effective arrangements are in place for the discharge of the monitoring officer function	See Appendix 1 (4.4)
Ensuring effective arrangements are in place for the discharge of the head of paid service function	See Appendix 1 (2.2.2)
Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committees :Practical Guidance to Local Authorities	See Appendix 1 (4.1.4)
Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful	See Appendix 1 (4.4)
Whistleblowing and for receiving and investigating complaints from the public	See Appendix 1 (4.9)
Identifying the development needs of members and senior officer in relation to their strategic roles, supported by appropriate training	See Appendix 1 (5.1)
Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation	See Appendix 1 (6.1, 6.2)
Enhancing the accountability for service delivery and effectiveness of other public service providers	See Appendix 1 (6.1, 6.2)
Incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements	See Appendix 1 (1.1.3, 2.3.5, 3.2.5)