	GA.33 11/12
	Governance and Audit Committee
	19 December 2012

West Lindsey DISTRICT COUNCIL — Making a Difference

Subject:	**Corporate Governance Framework**

Report by:	Chief Executive
Contact Officer:	Alex Reeks Business Development Officer Tel: 01427 675175 e-mail: alex.reeks@west-lindsey.gov.uk
Purpose / Summary:	The purpose of the report is to outline elements of the governance framework, progress made over the last 12 months to improve the framework and next steps planned.

RECOMMENDATION:

1. That Members note the progress made to date in improving corporate governance and the next steps identified.

IMPLICATIONS

Legal: None identified

Financial: None identified

Staffing : None identified

Equality and Diversity including Human Rights : *NB: A full impact assessment **HAS TO BE** attached if the report relates to any new or revised policy or revision to service delivery/introduction of new services.*

Risk Assessment : Not required

Climate Related Risks and Opportunities : None identified

Title and Location of any Background Papers used in the preparation of this report:

None

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes		No	x

Key Decision:

Yes		No	x

1. Introduction

1.1. The purpose of the governance framework is to ensure that the Council is delivering outcomes to the place and community, ensuring value for money and probity in decisions made.

1.2. The Chartered Institute of Public Finance and Accountancy (CIPFA) identify 6 principles of good governance. These are identified in appendix 1 along with key elements relevant to West Lindsey.

2. The Principles of Good Governance

2.1. Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

1. Corporate Plan
2. Key Strategies
3. Medium Term Financial Plan

2.2. Members and officers working together to achieve a common purpose with clearly defined functions and roles

1. Constitutional Review
2. Organising for Delivery Programme
3. Task and Finish Groups
4. Committee Policy Briefings
5. Core Management Team Policy and Governance Board
6. Wider Management Team
7. Leaders Panel
8. Member Champions
9. Monthly Development Reviews

2.3. Developing the capacity and capability of members and officers to be effective

1. Organisational Development Plan
2. Communications Plan
3. Specific Training
4. New Ways of working

2.4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

1. SharePoint Programme Office
2. Project Management Framework
3. Linked Central Risk Register
4. Corporate Strategy and Governance Board
5. BRIDGE (Internal scrutiny group)
6. Challenge and Improvement Committee
7. Call in Process
8. Options for Decision
9. Governance and audit Committee

2.5. Engaging with local people and other stakeholders to ensure robust public accountability

1. Performance Management Framework (How should we perform vs how are we performing)
2. Community and Stakeholder Engagement events
3. Consultation
4. Area focus and accountability
5. Complaints Procedure

2.6. Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour
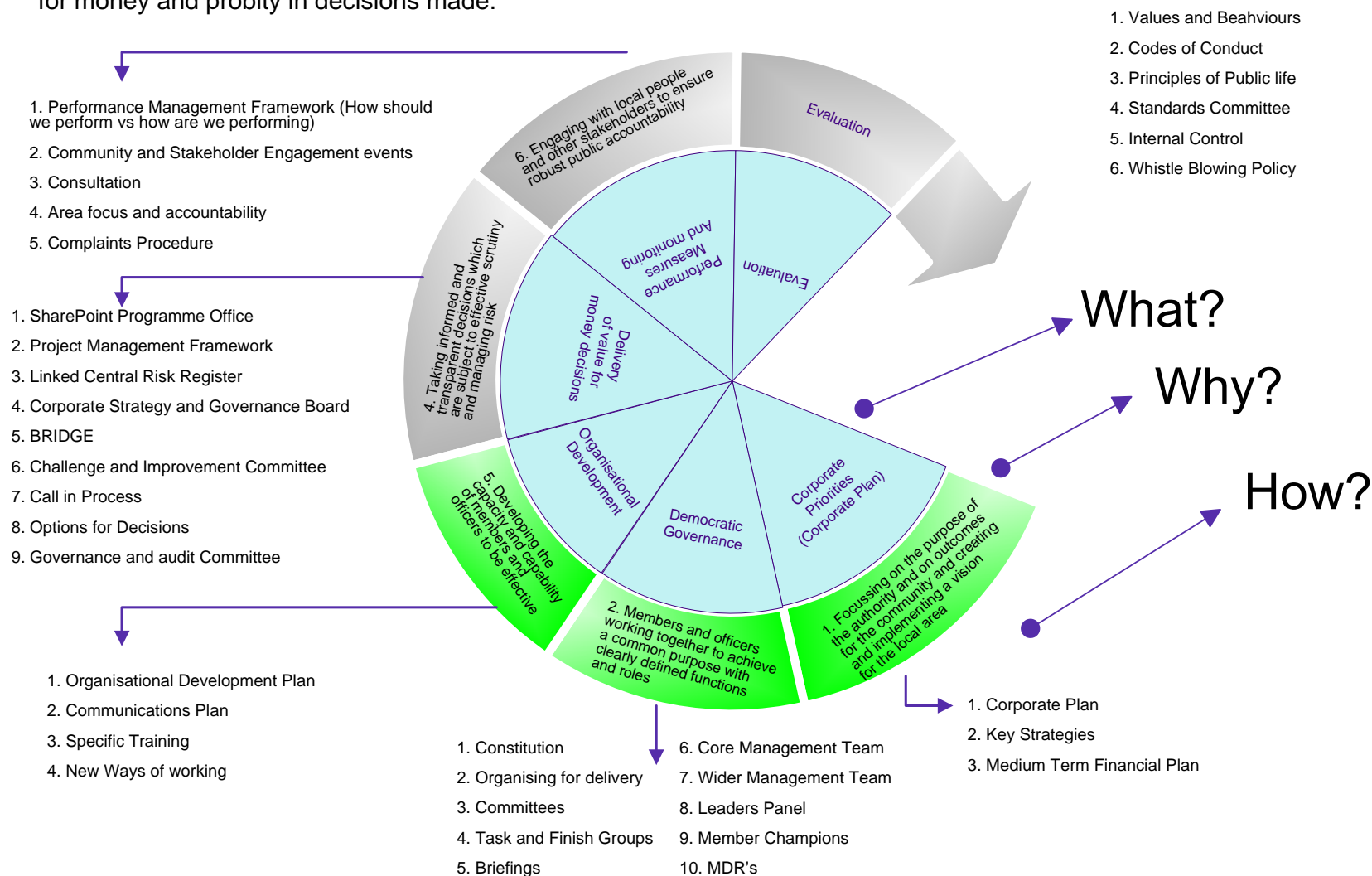
1. Values and Behaviours
2. Codes of Conduct
3. Standards Committee
4. Internal Control
5. Whistle Blowing Policy
6. Disciplinary Procedures

3. Progress to date

3.1. Appendix 2 shows progress made over the last 12 months towards improving each of the elements of the framework, and next steps planned.

Corporate Governance

Delivering outcomes to the place and community, ensuring value for money and probity in decisions made.

1. Values and Beahviours
2. Codes of Conduct
3. Principles of Public life
4. Standards Committee
5. Internal Control
6. Whistle Blowing Policy

1. Performance Management Framework (How should we perform vs how are we performing)
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1. SharePoint Programme Office
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1. Organisational Development Plan
2. Communications Plan
3. Specific Training
4. New Ways of working

Evaluation

6. Engaging with local people and other stakeholders to ensure robust public accountability

4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

Performance Measures And monitoring

Evaluation

Delivery of value for money decisions

5. Developing the capacity and capability of members and officers to be effective

Organisational Development

Democratic Governance

Corporate Priorities (Corporate Plan)

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

1. Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

What?

Why?

How?

1. Constitution
2. Organising for delivery
3. Committees
4. Task and Finish Groups
5. Briefings
6. Core Management Team
7. Wider Management Team
8. Leaders Panel
9. Member Champions
10. MDR's

1. Corporate Plan
2. Key Strategies
3. Medium Term Financial Plan

Area	2010-11 Developments	Next Steps	Timescales
1. Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area			
1.1 Corporate Plan	Developed and approved (September 2011)	Refresh March 2012	
1.2 Key Strategies	Assigned sponsors for development.	Development	
1.3 Medium Term Financial Plan	Approved (March 2011)	Refresh March 2012	
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles			
2.1 Constitution	Review complete May 2011	Amendments required due to retirement.	November 2011
2.2 Organising for delivery	Programme commenced.	Complete the Programme.	February 2012
2.3 Committees	Reviewed and amended with constitutional review		
2.4 Task and Finish Groups	Several groups establishment during 2011		
2.5 Policy Development Briefings	Introduced as part of new ways of working.		
2.6 Core Management Team	Governance Board established with clear Terms of Reference		
2.7 Wider Management Team	Format changed	Terms of Reference to be drafted and agreed	November 2011
2.8 Leaders Panel	Quarterly Performance meetings scheduled		
2.9 Member Champions	Developed during 2011 in key areas		
2.10 Monthly Development Reviews (MDRs)	Developed	Role to be defined	
3. Developing the capacity and capability of members and officers to be effective			
3.1 Organisational Development Plan	Drafted and approved.	To be updated after the Organising for Delivery Programme	
3.2 Communications Plan		To be developed	December 2011
3.3 Specific Training	Leadership development training commenced with Bassetlaw. Project/Programme Managemnet training under commission from APSE.	Further specific training to be agreed.	
3.4 New Ways of working	Introduced.	Review effectiveness	January 2012
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk			
4.1 SharePoint Programme Office	Created and implemented.	To be formalised, finalised and training delivered.	December 2011

Area	2010-11 Developments	Next Steps	Timescales
4.2 Project Management Framework		To be developed	November 2011
4.3 Linked Central Risk Register	Introduced single register for service, project, partnership and corporate risks.	Training to be delivered.	December 2011
4.4 Corporate Strategy and Governance Board	Established October 2011 and terms of reference agreed.		
4.5 BRIDGE (Internal scrutiny)	Established.	Terms of Reference to be drafted and agreed	November 2011
4.6 Challenge and Improvement Committee	Established as part of the constitutional review.		
4.7 Call in Process			
4.8 Governance and audit Committee	Established as part of the constitutional review.		
5. Engaging with local people and other stakeholders to ensure robust public accountability			
5.1 Performance Management Framework (How should we perform vs how are we performing)	Draft process produced	To be developed	November 2011
5.2 Community and Stakeholder Engagement events	Planned for Autumn 2011.		December 2011
5.3 Consultation	Undertaken when required.		
5.4 Area focus and accountability	Commenced with the area management pilot.	To be developed and formalised through the organising for delivery programme.	
5.5 Complaints Procedure	Under review.	To be finalised and approved.	November 2011
6. Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour			
6.1 Values and Behaviours	Developed and approved		
6.2 Codes of Conduct			
6.3 Principles of Public life	In place.		
6.4 Standards Committee			
6.5 Internal Control			
6.6 Whistle Blowing Policy			
6.7 Disciplinary Procedures			