

FRAMEWORK FOR A CODE OF CORPORATE GOVERNANCE FOR GEDLING BOROUGH COUNCIL

Gedling Borough Council must be able to demonstrate that they are complying with the underlying principles of good governance, which are:

- Openness and Inclusivity.
- Integrity.
- Accountability.

If they are to do this, these principles need to be translated into a framework which seeks to ensure that they are fully integrated in the conduct of the authority's business and establishes a means of demonstrating compliance. Gedling Borough Council, therefore will need to demonstrate that their systems and processes are:

- Monitored for their effectiveness in practice.
- Subject to review on a continuing basis to ensure that they are up to date.

The concept of leadership overarches the principles of corporate governance. The principles of good governance can only be adhered to if leadership is exercised through:

- Gedling Borough Council providing vision for its community and leading by example in its decision making and other processes and actions.
- Members and managers conducting themselves in accordance with high standards of conduct.

The fundamental principles of corporate governance, therefore, need to be reflected in the different dimensions of a local authority's business. It is important to recognise that the dimensions are not mutually exclusive – for example, standards of conduct are part of every dimension. The following five categories are designed to reflect the business areas to which governance standards can be applied:

- Community Focus.
- Service Delivery Arrangements.
- Standards of Conduct.
- Structures and Processes.
- Risk Management and Internal Control.

Community Focus

Through carrying out their general and specific duties and responsibilities and their ability to exert wider influence, Gedling Borough Council should:

- Work for and with their communities.
- Exercise leadership in their local communities and undertake an “ambassadorial” role to promote the well being of their area where appropriate.

Gedling Borough Council should, therefore maintain effective arrangements:

- For explicit accountability to stakeholders for the authority’s performance and its effectiveness in the delivery of services and sustainable use of resources.
- To demonstrate integrity in the authority’s dealings in building effective relationships and partnerships with other public agencies and the private/voluntary sectors.
- To demonstrate openness in all their dealings.
- To demonstrate inclusivity by communicating and engaging with all sections of the community to encourage active participation.
- To develop and articulate a clear and up to date vision and corporate strategy in response to community needs.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
<p>a. Publish on a timely basis an annual report presenting an objective, understandable account of the authority's:</p> <ul style="list-style-type: none"> • Activities & achievements • Financial position and performance <p>The reports should include statements:</p> <ul style="list-style-type: none"> • Explaining the authority's responsibility for the financial statements. • Confirming that the Authority complies with relevant standards and codes of corporate governance. • On the effectiveness of the Authority's system for risk management and internal control 	<p>Annual Financial Statements</p> <p>Budget and Service Plan</p> <p>Performance Digest</p> <p>Strategic Corporate Plan</p> <p>Council Tax Leaflet</p> <p>Member Allowances Scheme</p> <p>Members Allowances</p>	<p>26th June 2006 Personnel & Resources Committee. Publish 2006/07 version in March 2006.</p> <p>Produce quarterly digests to Cabinet – Aug, Nov and Feb. Plus a year end version in July 2006. Review & update for publication no later than 30.06.06, includes BVPP.</p> <p>Joint publication with NCC, Police & Fire Rescue.</p> <p>Advertise scheme March 2007.</p> <p>Publish March 2007.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Produced 2007/08 leaflet in March 2007.</p> <p>Achieved.</p> <p>Achieved.</p>	<p>June 2007 Personnel & Resources Committee.</p> <p>Publish 2007/08 version in March 2007.</p> <p>Produce quarterly digests to Cabinet – Aug, Nov and Feb. Plus a year-end version in June 2007.</p> <p>Produce statutory BVPP with intention of producing a fuller new Strategic Corporate Plan based on the priorities of the new administration by March 2008.</p> <p>Produce 2008/09 leaflet in March 2008.</p> <p>Advertise scheme March 2008.</p> <p>Publish in March 2008.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
<p>b. Publish on a timely basis a performance plan presenting an objective, balanced and understandable account and assessment of the authority's:</p> <ul style="list-style-type: none"> • Current performance in service delivery • Plans to maintain and improve service quality 	<p>Extract from Strategic Corporate Plan</p> <p>Budget & Service Plan</p> <p>Gedling Community Strategy</p> <p>Strategic Corporate Plan summary</p> <p>Summary Statement of Accounts</p>	<p>Review & update for publication no later than 30.06.06, includes BVPP.</p> <p>Publish 2007/08 version in March 2007.</p> <p>Keep under review and monitor progress.</p> <p>Publish July 2006.</p>	<p>Achieved.</p> <p>Achieved.</p> <p>Achieved.</p> <p>Plan refreshed. Summary not required.</p> <p>Issued in Contacts Magazine March 2007 together with questionnaire for the public.</p>	<p>Produce statutory BVPP with intention of producing a fuller new Strategic Corporate Plan based on the priorities of the new administration by March 2008.</p> <p>Publish 2008/09 version in March 2008.</p> <p>Progress full review for completion in 2008.</p> <p>Summary of Strategic Corporate Plan to follow the publication of the Strategic Corporate Plan in 2008.</p> <p>Analysing feedback and making adjustments to summary statement December 2007.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
c. Put in place proper arrangements for the independent review of the financial and operating reporting processes.	<p>Annual Audit Letter and other audit reports.</p> <p>Scrutiny Committee function</p> <p>Scrutiny Working Group - Consultants</p> <p>Audit sub-committee</p> <p>CPA Inspectorate reports.</p> <p>Use of resources value for money self assessment</p>	<p>2006/07 letter reported to committee.</p> <p>Budget working group sub committee.</p> <p>Regular questioning of portfolio holders.</p> <p>Quarterly meetings planned.</p> <p>No inspections programmed by the Audit Commission.</p> <p>Complete Self assessment.</p>	<p>Achieved. To be reported to Audit Sub-Committee 25th June 2007 2006.</p> <p>Achieved. Scrutiny Group looked at each departmental budget and made recommendations.</p> <p>Portfolio holders attended meetings on six occasions. Regular meetings held.</p> <p>No service inspections.</p> <p>Self assessment update completed.</p>	<p>2007/08 letter to be reported to committee.</p> <p>Follow up recommendations in budget formulation arrangements for the 2007-08 budget.</p> <p>Complete review of value for money from consultants. Further questioning sessions planned.</p> <p>Ongoing. Meetings held on an ad hoc basis.</p> <p>No service inspections planned.</p> <p>Complete further self assessment update.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Put in place proper arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the authority and put in place appropriate monitoring processes to ensure that they continue to work in practice.	Strategic partnership framework (LSP)	Board to meet 4 times in year. Executive to meet every 6 weeks.	Achieved.	Board to meet 4 times in year. Executive to meet every 6 weeks.
	Area Based Initiatives (ABI)	Launch two ABIs-typically expected to be three-year programmes.	Two ABIs launched 2006/07.	Ongoing.
	Housing Contractor Forum	OJEU tender in May 2006 with a decision on nominated partners to be taken in July 2006. Developing a phased implementation starting with planned investment in August 2006 working towards implementation of responsive and M&E contracts in April 2007.	Contracts in place and on programme.	Further develop joint working and partnership concepts to improve efficiency and Value for Money.
	Voids meeting	Monitor new working practices to ensure improved performance and efficiency.	Performance improved via work carried out during Sept. to Mar.	Improved monitoring and sanctions included in new Responsive Maintenance Contract. Continue regular monitoring meetings and work towards further improvement of performance and efficiency.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	Race Relations Monitoring reports	Working towards Level 2.	Level 2 achieved.	Working towards revised Level 2.
d. Continued from previous section.	<p>Process for carrying out Impact Needs Assessment agreed.</p> <p>Tenants Consultation Panel</p> <p>On-line Surveys</p> <p>Community Safety Partnership</p>	<p>Undertake training programme and full consultation with regard to stock transfer.</p> <p>Ongoing.</p> <p>Monitor performance against Strategy and Action plans, ensuring links to LAA. Progress towards joint South Notts Partnership in shadow forum.</p>	<p>Training Programme complete.</p> <p>Ongoing.</p> <p>Achieved.</p>	<p>Training to be carried out May 2006 and programme of assessments ongoing.</p> <p>Training for tenants on LSVT. Large scale communication programme in place and planned. Continue to develop Shadow Board and train tenants representatives. Ongoing.</p> <p>Monitor performance against Strategy and Action plans, ensuring links to LAA. Progress towards joint South Notts Partnership in shadow forum.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Continued from previous section.	<p>Race Awareness Forum</p> <p>Friends of Gedling Wood</p> <p>Gedling Youth Council</p> <p>Netherfield lagoons</p>	<p>Proposal to be presented to LSP May 2006. Proposal to be developed and implemented with LSP.</p> <p>Looking to secure further grants from external bodies such as the Forestry Commission using the Council's match funding of £10,000.</p> <p>In place.</p> <p>Transfer from UK Coal Plc to GCT April/ May 2006. Appointment of member representation on to GCT, signing of agreement and release of funding May 2006.</p>	<p>Race Awareness Forum established and launched.</p> <p>Increased level of maintenance undertaken by volunteers through friends of Gedling Wood following successful grant bids. Local Nature Reserve Status for both wood and meadow obtained.</p> <p>Ongoing.</p> <p>Transfer of site from UK Coal to GCT achieved. The agreement between GCT and the Council providing grants for development and management in place.</p>	<p>Race Awareness Forum to be developed.</p> <p>Continue land management and improve meadow in accordance with Management Plans. Looking to secure further grants from external bodies such as the Forestry Commission using the Council's match funding of £10,000.</p> <p>Ongoing.</p> <p>Continue to action the Management Plan.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Continued from previous section.	Friends of Hobbucks (Killisick)			Agree Management Plan for management of Hobbucks. Look to secure long-term funding.
	Sport & Physical activity community group	Delivery of changing lifestyles group action plan. Delivery, monitoring and review of changing lifestyles action plan by all agencies.	Ongoing.	External funding bids to be made by partnership to enhance strategy delivery.
	Allotment Association	Merge Stoke Lane and Victoria Allotment Associations to develop a grant scheme for capital works on allotment sites where the Association will apply for external funding using capital from the Council for match funding.	Stoke Lane and Victoria Allotment Associations merged.	Carry out site improvement to security using the match grant-funding scheme.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Continued from previous section.	Friends of Arnot Hill Park	Establish the group through volunteers. Establish the constitution; agree its aims and objectives. Bring the park to Green Flag Standard and make an application for the award by March 2007.	Friends group established.	Strengthen the group through volunteers. Work with Urban Park Rangers to deliver Arnot Hill Park Management Plan. Bring the park to Green Flag Standard and make an application for the award in May 2007.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Continued from previous section.	Self management with local sports clubs	Agree a self management plan with Newstead Cricket Club for management of the square. Agreement to be completed by September 2007.	Agreement in place.	<p>Work in partnership with the club to improve the ground facilities.</p> <p>Establish an agreement with Bestwood Youth teams for management of the pavilion and improvements to playing surfaces. Agreement to be completed by September 2007.</p> <p>Establish an agreement with Netherfield Boys and Girls Football Club for management of Richard Herrod Playing Fields Pavilion. Agreement to be completed by June 07.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
d. Continued from previous section.	Community involvement in the management of local parks			Work with local communities to bring Conway Road Recreation Ground and Oakdale Road Recreation Ground to Green Flag standard and make application for the award by Nov. 07.
	Sports Forum	Continue establishment of Sports Forum and increase its membership. Use Sports Forum (comprising local voluntary organisations) as consultees for examination of reprogramming of the Borough's Leisure Centres.		Continue establishment of Sports Forum and increase its membership. Use Sports Forum (comprising local voluntary organisations) as consultees for examination of reprogramming of the Borough's Leisure Centres. Sports Forum to become CRB umbrella body.
	Scrutiny meetings in community locations	Further meetings at community locations planned.	Meetings were held in Calverton, Newstead and Carlton.	Ongoing to meet statutory requirement.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	Scrutiny Review - Services for the Disabled Consultation with Industrial & Commercial representatives on the budget.	Carry out consultation with disabled in the Borough. February 2007.	Face to face questionnaires completed by members of the working group. Achieved.	Complete review and make recommendations to Cabinet. February 2008.
	Statement of Community involvement as part of Local Development Framework.	To be adopted August 2006.	Adopted August 2006.	Ongoing.
e. Make an explicit commitment to openness in all of their dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so and by their actions and communications deliver an account against that commitment.	Constitution Forward Plan Freedom of Information Publication scheme (original scheme 2003/04)	Review of Standing Orders for Contracts. Ongoing. Publication Scheme to be revised following review and resubmitted for approval by the Information Commissioner in accordance with statutory requirement December 2006.	Achieved. Ongoing. Delayed awaiting ICO model publication scheme.	Ongoing Ongoing.. Publication Scheme to be revised following introduction of model publication scheme by the Information Commissioner.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
e. Continued from previous section.	Records Management Policy	Ongoing.	Ongoing.	Ongoing.
	Audit sub-committee	Quarterly meetings planned.	Quarterly meetings held.	Ongoing.
	Open Committee meetings – public able to speak in Planning Committees	In place.	Ongoing.	Ongoing.
f. Establish clear channels of communications with all sections of their community and other stakeholders and put in place proper monitoring arrangements to ensure that they operate effectively.	E-Government - Committee Admin System	Ongoing.	Ongoing.	Ongoing.
	Electronic Service Delivery (ESD) Toolkit	Achieve compliance with BV157 by December 2005.	Achieved.	Ongoing maintenance of ESD Toolkit.
	ICT Strategy	Develop strategy.	Strategy completed December 2005.	Implement the strategy.
	Gedling Contacts	3 editions to be produced plus a separate A-Z of Council Services.	Achieved.	3 editions to be produced.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
f. Continued from previous section.	<p>Website</p> <p>Website Review</p> <p>Access Strategy (services)</p> <p>Undertake a telephony trial for Gedling One Stop Service particularly focussing on Housing Benefit and Council Tax.</p> <p>Statement of Licensing Policy</p> <p>Gambling Act Statement of Principles</p>	<p>On line planning applications live system running September 2006.</p> <p>Ongoing improvement.</p> <p>Ongoing review of strategy.</p> <p>Trial due to start July 2006.</p> <p>Ongoing review.</p> <p>Develop Statement of Principles.</p>	<p>Achieved.</p> <p>Ongoing.</p> <p>Achieved.</p> <p>Trail started October 2006. P & R Committee January 2007. Formalised arrangements April 2007.</p> <p>Ongoing.</p> <p>Approved by Full Council December 2006.</p>	<p>Ongoing.</p> <p>Ongoing review.</p> <p>Ongoing review.</p> <p>Development of Contact Centre during 2007/8 to include all services.</p> <p>Policy to be reviewed by January 2008.</p> <p>Ongoing review.</p>

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
f. Continued from previous section.	Civil Contingencies Act 2004 compliance IIP accreditation achieved September 2004.	Develop Business Continuity Plan (BCP) and test. Service Level Agreement (SLA) with County for Emergency Planning (EP). Re-accreditation September 2006.	BCP reviewed and updated. No test carried out in 2006/07. SLA signed February 2006. Re-accreditation achieved February 2007. Level 2 of the profile reached.	Develop and undertake test of BCP. EP compliance ongoing as a result of SLA and countywide risk assessments. Action plan agreed to meet development recommendations in the assessor's report.
	CPA Improvement plan	Update based on Use of Resources Assessment and CPA Pilot Assessment.	Achieved.	Complete delivery of latest improvement plan.
	Communication strategy	In place.	Ongoing.	Complete delivery.
	Employee consultation & information group Regular meetings with UNISON and MPO	Continuing as a forum for consultation. Chief Executive, Deputy Chief Executive and Head of Personnel to meet regularly with Trade Unions.	Ongoing. Quarterly meetings held.	Continuing as a forum for consultation. Ensure communication with Trade Unions continue.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	Race Awareness Forum	Proposal to be presented to LSP May 2006. Proposal to be developed and implemented with LSP.	Race Awareness Forum established and launched.	Race Awareness Forum role to be developed.
g. Ensure that a vision for their local communities and their strategic plans, priorities and targets are developed through robust mechanisms and in consultation with the local community and other key stakeholder and that they are clearly articulated and disseminated.	Gedling Community Strategy	Keep under review and monitor progress.	Achieved.	Progress full review for completion in 2008.
	Budget & Service Plan	Publish 2007/08 version in March 2007.	Achieved.	Publish 2008/09 version in March 2008.
	Strategic Corporate Plan	Review & update for publication no later than 30.06.06, includes BVPP.	Achieved.	Produce statutory BVPP with intention of producing a fuller new Strategic Corporate Plan based on the priorities of the new administration by March 2008.
g. Continued from previous section.	Local Area Agreement	Support ongoing review and updating to include Conurbation Area Agreement.	Ongoing.	Support development of new LAA in line with the Local Government Bill.

Community Focus

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	<p>Greater Nottingham Partnership. Greater Nottingham Executive</p> <p>Freedom of Information Act Record Management Policy</p>	<p>Commitment made by the Council.</p> <p>Ongoing review.</p>	<p>Ongoing.</p>	<p>Support development of Greater Nottingham Executive to deliver agenda of Nottingham as a core city.</p> <p>Ongoing.</p>

Community Focus

Reference documents	Tools to assist local authorities for self assessment purposes
<ul style="list-style-type: none">• Modern Local Government: Guidance on Enhancing Participation DETR (1998)• Statement of Recommended Practice on Local Authority Accounting (SORP)• Human Rights Act 1998 Guidance• Race Relations Act 1976 and Race Relations (Amendment) Act 2000• Macpherson Report (1999)• Local Government Act 2003• The Local Government (Access to Information)(Variation) Order 2006• Freedom of Information Act 2000• Civil Contingencies Act 2004• The Children Act 2004• Housing Act 2004• Housing and Health Safety Rating System 2006• Disability Discrimination Act 1995• Disability Discrimination Act 2005 (Disability Equality Duty)• Accounts and Audit Regulations 2003• ODPM Circular 03/2003• ODPM Circular 04/2004• Approved Local Development Statement (LDS)• “Drawing Together- Nottingham as a Core City”• “The Story Unfolds – How we develop Greater Nottingham”	<ul style="list-style-type: none">• Benchmark of the Ideal Authority I&DeA (1999)

Service Delivery Arrangements

Gedling Borough Council should ensure that continuous improvement is sought, agreed policies are implemented and decisions carried out by maintaining arrangements which:

- Discharge their accountability for service delivery at a local level.
- Ensure effectiveness through setting targets and measuring performance.
- Demonstrate integrity in dealing with service users and developing partnerships to ensure the right provision of services locally
- Demonstrate openness and inclusivity through consulting with key stakeholders, including service users.
- Are flexible so that they can be kept up to date and adapted to accommodate change and meet user wishes.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
a. Set standards and targets for performance in delivery of services on a sustainable basis and with reference to equality policies	Strategic Corporate Plan including statement on Equalities. Best Value reviews	Review & update for publication no later than 30.06.06, includes BVPP. Principles of Best Value applied to all services and reviews.	Achieved. Ongoing.	Produce statutory BVPP with intention of producing a fuller new Strategic Corporate Plan based on the priorities of the new administration by March 2008. Ongoing.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
a. Continued from previous section.	Asset Management Plan	Update AMP by end of July 2006.	Achieved.	Update AMP by end of 2007.
	Waste Management Strategic Plan	Ongoing.	Ongoing.	Ongoing.
	Equalities Standard Customer Service Values	Move towards Level 2 by March 2007. Finalise values and publicise them.	Level 2 achieved. Achieved.	Achieve level 2 of the revised standards. Ongoing.
b. Put in place a sound system for providing management information for performance measurement purposes	Performance Management and Information Systems Budget & Service Plan monitoring AMP – Project Mgt for larger projects	Options for updating. Performance management system to be reviewed. Continue to monitor closely. Action plan implemented 05/06.	Achieved. Monitored. Ongoing.	Procure and prepare for implementation of new Performance Management System. Procure and prepare for implementation of new Performance Management System. Ongoing.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
c. Monitor and report performance against agreed standards and targets and develop comprehensive and understandable performance plans	Performance Digest Budget & Service Plan	Produce quarterly digests to Cabinet – Aug, Nov and Feb. Plus a year end version in July 2006. Publish 2007/08 version in March 2007.	Achieved. Achieved.	Produce quarterly digests to Cabinet – Aug, Nov and Feb. Plus a year end version in June 2007. Publish 2008/09 version in March 2008.
c. Continued from previous section.	Scrutiny Committee Reports Cabinet reports CPA Improvement plan Parks & open Spaces Action Plan Waste Management Action Plan	Ongoing. Update based on Use of Resources Assessment and CPA Pilot Assessment. Look at suitable land to replace Redhill, Carlton and Gedling Cemeteries. Request through capital funding money to purchase land. Ongoing.	Ongoing and regular. Achieved. Suitable land considered. Targets achieved.	Ongoing. Complete delivery of latest improvement plan. Confirm the land required to replace Redhill, Carlton and Gedling Cemeteries. Request funding to purchase through capital application October 2007. Ongoing.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
c. Continued from previous section.	Planning Improvement Plan Planning delivery targets	To achieve national targets.	National targets exceeded.	New Plan to be introduced following Peer Review. Ongoing.
	Procurement strategy (Procurement milestones) liP monitoring	Review procurement strategy. Re-accreditation September 2006.	Reviewed and agreed. Re-accreditation achieved February 2007. Level 2 of the profile reached.	Ongoing. Action plan agreed to meet development recommendations in the assessor's report.
d. Put in place arrangements to allocate resources according to priorities	Community Plan, Service Plans, Budget, Capital Strategy Risk management – operational and strategic risk registers	Review use of area based profiles in allocating methodology. Scrutiny working group. Strategic Risk register review quarterly. Operational Risk Register Review Aug-Sept.	Reviewed. Established. Reviewed half yearly. Review completed October 2006.	Review Capital Strategy. Ongoing. Review quarterly. Review quarterly through Audit Sub-Committee.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
<p>e. Foster effective relationships and partnerships with other public sector agencies and the private voluntary sectors and consider outsourcing where it is efficient and effective to do so, in delivering services to meet the needs of the local community and put in place processes to ensure that they operate effectively in practice.</p> <p>e. Continued from previous section.</p>	<p>Local Strategic Partnership</p> <p>Rushcliffe partnering</p>	<p>Board to meet 4 times in year. Executive meet every 6 weeks.</p> <p>RBC undertaking debtors work by end of 2005/06.</p> <p>RBC undertaking Clinical Waste on behalf of GBC from 3rd June 2006.</p> <p>GBC undertaking tree work for RBC since August 2005.</p>	<p>Achieved.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>	<p>Board to meet 4 times in year. Executive meet every 6 weeks.</p> <p>Ongoing.</p> <p>RBC to undertake Estates work on behalf of GBC.</p>
	<p>Shared Procurement Officer with RBC Payroll Services for RBC</p> <p>Shared Urban Design Officer</p> <p>Joint Policy Officer with RBC</p>	<p>Appointed.</p> <p>Make an appointment.</p> <p>Make an appointment.</p>	<p>Appointment made April 2007. Two year agreement.</p> <p>Appointment made January 2007.</p>	<p>Seek replacement.</p> <p>Review potential for payroll services to be delivered to RBC by the Council.</p> <p>Ongoing.</p>

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section.	<p>Shared Services</p> <p>PCT partnering – positive moves (partnership with the PCT has all 15 GP practices referring patients)</p>	Continue to develop.	Ongoing.	<p>Develop a strategy at the Council for shared services using external consultants.</p> <p>Develop and adopt “Partnership Agreement” to clarify service delivery between Gedling Borough Council and Notts County Teaching, PCT. Services to include: - Positive Moves, Heartbeats, Young Peoples Positive Moves, Get Going in Gedling, Moving More Often and MEND.</p>
	Exercise promotion Officer funded jointly with PCT.	Develop additional pathways for referral including cardio vascular from City Hospital and secure funding from PCT and the Council for P/T Assistant post to enable delivery of enhanced action plan.	Secured assistant post to exercise promotion officer plus leisure centre based instructors to deliver the exercise programme and expand the range of referrals.	Increase the number of referrals and the range of medical referrals.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
	<p>Get Going in Gedling</p> <p>Activity Friends</p> <p>Positive Moves Extra</p> <p>Joint IT procurement</p> <p>Greater Nottingham Partnership. Greater Nottingham Executive</p>	<p>IBS Revenues and benefits – Complete.</p> <p>Commitment made by the Council.</p>	<p>Ongoing.</p>	<p>To establish and constitute a Volunteer Lead Group to provide Health Walks in Gedling. To establish a Volunteer Mentoring Programme to provide support to individuals embarking on a physical activity programme.</p> <p>To establish and constitute a parent lead community group to provide a pathway to mainstream activities for young people.</p> <p>Ongoing.</p> <p>Support development of Greater Nottingham Executive to deliver agenda of Nottingham as a core city.</p>

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
	Arts Officer joint funded with Arts Council England	Adoption of the Arts Strategy and delivery of its action plan.	Arts strategy adopted and Arts Officer appointed with grant funding from Arts Council England.	Continued delivery of Action Plan for Arts Strategy and establishment of Arts Forum.
e. continued from previous section.	<p>Examination of procurement options for the future delivery and management of the Council's five leisure centres.</p> <p>Adherence to good employment practice</p>	<p>Work with consultants to produce an options document for consideration by Members for April 2007.</p> <p>Re-accreditation September 2006.</p> <p>Sickness attendance incentive reward scheme continuing.</p>	<p>Report provided by consultant detailing the Boroughs current management position against alternative delivery options.</p> <p>Member and Staff working parties visited facilities managed under the various procurement options.</p> <p>Funding bids for a Building Condition Survey and revised strategy costings failed.</p> <p>Re-accredited February 2007.</p> <p>Scheme reviewed and continuing.</p>	<p>Continue with site visits and prepare bids for a Building Condition Survey.</p> <p>Revise the target date for a decision on a future procurement option to September 2008.</p> <p>Implement action plan to address development areas.</p> <p>Scheme continuing.</p>

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section.	Partnership framework Procurement strategy	IEG implementation plan. ICT Strategy to meet national priorities. Ongoing.	Complete IEG6 and progress towards national priorities. ICT Strategy approved December 2005. Ongoing.	Ongoing.
	Stock Transfer	Apply to DCLG for inclusion on the 2006 Annual Disposals Programme for Stock Transfer. Tenant Ballot to be undertaken in 2006/07.	Decision taken by Council on 26 April 2006 to pursue Stock Transfer. Application for inclusion on Annual Disposals Programme with CLG successful. Work towards tenant ballot progressing.	Undertake detailed consultation and communication programme. Develop Tenant Offer Document and undertake Tenant Ballot.
	Voluntary Sector Compact	Explore SLA & agree local compact.	Signed 2005.	Include in procurement strategy commitment to working with Voluntary Community Organisations (VCOs).

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section	Community Safety Partnership (meets quarterly. Tactical group meets monthly)	Ongoing implementation of new Strategy.		Complete delivery of 05/08 strategy and work with partners to introduce 3 year annual rolling action plans as required by new legislation.
	PCSO's joint funded Equalities	Ongoing.	Ongoing.	Ongoing.
	Licensing policy	Move towards Level 2 by March 2007.	Level 2 achieved.	Work towards revised standards.
	Gambling Act Statement of Principles	Ongoing review.	Ongoing.	Policy to be reviewed by January 2008.
	Gedling Community Plan	Develop Statement of Principles.	Approved by Full Council December 2006.	Ongoing review.
	Gedling Community Plan	Keep under review and monitor progress	Achieved.	Progress full review for completion in 2008.
	Home Improvement Agency (HIA)	Review performance to determine future funding and continuation of HIA	Review complete and development bid for future funding agreed within the budget process.	Monitor and review service delivery.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section	2005/06 HEAT Sure Start	Annual review. Killisick Community Centre - Completion of building works by June 2005 & implementation of delivery plan.	Promotional material sent to residents to encourage uptake of assistance towards energy efficient measures. Building works completed and delivery plan implemented.	Review endorsement and monitoring of progress. Continuing full year implementation of delivery plan.
	Joint working arrangements	<u>Joint Use</u> Review of Calverton LC operation completed May 2005. Implement Action Plans formulated from 2005/06 Centre Reviews by March 2007. <u>Bestwood Country Park.</u> Bi-annual meetings to agree a capital & revenue development plan for the park.	Review of Calverton Leisure Centre undertaken and reduced operation and opening hours introduced. Review of other Leisure Centres completed March 2007. Bi-annual meetings established and capital and revenue agreed	Implement Action Plans formulated from 2006/07 Centre Reviews by September 2007. Continue with Action Plan for the Park. Support Heritage Lottery Development Grant for restoration of Bestwood Winding Engine House.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section	Joint working arrangements	<u>St George's Centre Netherfield.</u> <u>Concessionary Fares</u> Ongoing. <u>Gedling One Stop</u> Service coordinates district council, county council and a range of other public service providers including Police and DWP.	Ongoing. Ongoing.	Funding of Intermediary Service £10,000. Full fare concessions. Ongoing
	Nottinghamshire Public Service Agreement (PSA)	Final performance monitoring & report by NCC. Could explore potential for PSA2.	Not yet completed. (PSA2 is now LAA).	Final Reporting completed.
	Planning – Conservation advice	Out-sourced.	Outsourced to Nottinghamshire county Council from April 2007	Continuing.
	Planning design advice	Out-sourced.	Shared Urban Design Officer appointed April 2007.	Continuing.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
f. Continued from previous section	Building Control	Participation in a review held by RBC regarding establishing a Nottinghamshire Joint Building Control, Service.	Ongoing.	Ongoing.
	Waste Management (MRF)	It is envisaged that the Districts will now enter into a partnering agreement with NCC in the Autumn of 2006 taking into consideration the arrangements agreed between NCC and the successful bidder.	Progress delayed.	It is envisaged that the Districts will now enter into a partnering agreement with NCC in 2008 taking into consideration the arrangements agreed between NCC and the successful bidder.
	Trade Recycling and bring sites Refuse Collection & Transport Service Joint working	It is envisaged that the scheme will now be introduced in the Autumn of 2006. It is envisaged that the project will commence in late summer and be completed by March 2007.	Progress delayed. Ongoing.	It is envisaged that the scheme will now be pursued in 2008/09. Project first round completion due September 2007.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
e. Continued from previous section	RCV Joint Working Consortium	In 2006/07 joint purchase of vehicles for Notts Districts.	Freighters agreed and ordered for all districts – resulting in savings for all.	Vehicles due for delivery in 2007.
	Honeywood Gardens	Build community centre youth and play facility and establish Residents' Association management of the facility September 2006.	Community Centre, ball court and car park facility completed. Agreement with Residents Association delayed due to a change in their membership.	To operate the community centre in house until September 2007 when the Residents Association will take over its management.
	Nottingham for Tourism	Continued support to the organisation Experience Nottinghamshire and its action plan.	Support provided and input into the organisation's delivery plan.	Continued support to Experience Nottinghamshire and its delivery plans.
	New Deal (PSA)	Review recruitment policy in terms of how the Council wish to take New Deal forward.	Support from County Council withdrawn.	Review recruitment policy in terms of how the Council wish to take New Deal forward.
	Local Government East Midlands (LGEM) (formerly EMRLGA)	Review as contract terminates January 2007.	Contract renewed to May 2006.	Tender submitted for renewal of contract for a further 3 years.
	N&S college Pt tutored Mgt development programmes	Deliver Leadership Development Course at Level 3 and Level 5.	Further Team leader courses delivered.	Continue to deliver.

Service Delivery Arrangements

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/7	Out-turn for 2006/7	Proposed actions for 2007/8
	Area based initiatives	Launch two ABIs- typically expected to be three-year programmes.	Two ABIs launched 2006/07.	Ongoing.
f. Respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.	Annual Audit Letter and other audit reports.	Management of the Capital Programme to be monitored.	Capital programme monitored by Property Management Group (PMG). New processes introduced for capital monitoring	Review improvements required by Use of Resources Judgment.
	CPA Inspectorate reports.	No inspections programmed by the Audit Commission.	No service inspections	No service inspections planned.
	Planning Inspectorate Reports	Ongoing.		

Reference documents	Tools to assist local authorities for self assessment purposes
<ul style="list-style-type: none"> • Local Government Act 1999: Best Value DETR Circular 10/99 • Race Relations Act 1976 and Race Relations (Amendment) Act 2000 • ODPM Circular 03/2003 • ODPM Circular 04/2004 • National Equalities Standards • Data Protection Act 1998 • Human Rights Act 1998 • Government targets for waste • National Procurement Strategy • The Public Contracts Regulations 2006 • Licensing Act 2003 • Benefit Fraud initiatives 	

Structures and Processes

Gedling Borough Council needs to establish effective political and managerial structures and processes to govern decision-making and the exercise of authority with organisation. Gedling Borough Council should maintain arrangements to:

- Define roles and responsibilities of members and officers to ensure accountability, clarity and good ordering of the authority's business.
- Ensure that there is a proper scrutiny and review of all aspects of performance and effectiveness.
- Demonstrate integrity by ensuring a proper balance of power and authority.

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Balance of Power and Authority				
a. Put in place clearly documented protocols governing relationships between members and officers.	Codes and Protocols (constitution)	Member / Officer relations code in place.	Ongoing.	Ongoing.
b. Ensure that the relative roles and responsibilities of executive and other members, members generally and senior officers are clearly defined.	Constitution Record of decisions and supporting material	Ongoing amendment as required. Ongoing.	Reviewed and changes implemented. Ongoing.	Ongoing amendment as required. Ongoing.

Structures and Processes

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Roles and Responsibilities of Members				
c. Ensure that members meet on a formal basis regularly to set the strategic direction of the authority and to monitor service delivery.	<p>Schedule of Council meetings</p> <p>Performance and management systems</p> <p>Financial standards and regulations.</p> <p>Regular Cabinet meetings.</p>	<p>Approve by Council May 2006.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>To be agreed by Leader May 2006.</p>	<p>In place</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>In place.</p>	<p>To be approved by Council May 2007.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>To be agreed by Leader May 2007.</p>
d. Develop and maintain a scheme of delegated or reserved powers, which should include a formal schedule of those matters specifically reserved for the collective decision of the authority.	Constitution	Ongoing amendment as required.	Ongoing.	Ongoing amendment as required.
e. Put in place clearly documented and understood management processes for policy development, implementation and review for decision making monitoring and control and reporting; and formal procedural and financial regulations to govern the conduct of the authority's business.	Constitution	Ongoing amendment as required.	Ongoing.	Ongoing amendment as required.

Structures and Processes

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Roles and Responsibilities of Members				
f. Put in place arrangements to ensure that members are properly trained for their roles and have access to all relevant information, advise and resource as necessary to enable them to carry out their roles effectively.	Members induction scheme Regular update sessions and Training plan Cabinet Responsibilities Portfolio Holder responsibility Cabinet Observers	In place. Ongoing. Member Information Officer to be recruited.	No action required. Ongoing. Achieved.	Ongoing.
g. Ensure that the role of the executive member(s) is/are formally defined in writing, to include responsibility for providing effective strategic leadership to the authority and for ensuring that the authority successfully discharges its overall responsibilities for the activities of the organisation as a whole.	Constitution	Ongoing monitoring of attendance at training.	Licensing and Planning Committees considered mandatory training of Members.	

Structures and Processes

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Roles and Responsibilities of Members				
h. Ensure that the roles and responsibilities of all members of the local authority, together with the terms of their remuneration and its review is defined clearly in writing.	Constitution Members Allowance Scheme	Ongoing amendment as required. Undertake Annual Review by March 2007.	Ongoing amendment as required. Achieved.	Ongoing amendment as required. Undertake Annual Review by March 2008.
i. Ensure that a chief executive or equivalent is made responsible to the authority for all aspects of operational management.	Conditions of employment Chief executive appointed with effect from 01.10.04 as Head of Paid Service with overall management responsibility Scheme of delegation Job descriptions and specifications Performance management system	Ongoing. Ongoing. Ongoing. Ongoing.	Ongoing. Reviews undertaken as required. Ongoing. Ongoing.	Ongoing. Ongoing. Ongoing. Ongoing.

Structures and Processes

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Roles and responsibilities of Officers				
<p>j. Ensure that a senior officer is made responsible to the authority for ensuring that appropriate advice is given to it on all financial matters, for maintaining an effective system of internal financial control.</p>	<p>Sect. 151 responsibilities) Statutory provision) Statutory reports)</p> <p>Budget documentation</p> <p>Job Description/Specification Personal Development review</p> <p>Audit sub-committee</p>	<p>Same documentation Council approval anticipated 1st March 2007.</p> <p>Management Competencies ongoing.</p> <p>Ongoing to meet quarterly.</p>	<p>Deputy appointed.</p> <p>Approved by Council March 2007.</p> <p>Ongoing.</p> <p>Ongoing.</p>	<p>Ongoing.</p> <p>Ongoing to meet quarterly.</p>
<p>k. Ensure that a senior officer is made responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.</p>	<p>Monitoring officer provisions Statutory provision</p> <p>Job description/specification Personal development review</p>	<p>See j above.</p>	<p>Deputy appointed.</p> <p>See j above.</p>	<p>Ongoing.</p>

Structures and Processes

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Roles and responsibilities of Officers				
l. Ensure that the roles and responsibilities of all senior officers, together with the terms of their remuneration and its review are defined clearly in writing.	Job descriptions /specifications Pay and conditions of service Performance development review.	Ongoing. Ongoing. Ongoing.	Ongoing. Ongoing. Ongoing.	Ongoing. Ongoing. Ongoing.
m. Adopt clear protocols and codes of conduct to ensure that the implications for supporting community political leadership for the whole council are acknowledged and resolved.	Protocols governing member/officer relations	Member / Officer relations code in place.	Ongoing.	Ongoing.

Reference documents	Tools to assist local authorities for self assessment purposes
<ul style="list-style-type: none"> • A statement on the role of the Finance Director in Local Government (CIPFA 1999). • Consultative draft of proposed guidance and regulations on New Constitutions for Councils DETR (2000). • New forms of Political Management Arrangement I&DEA (2000) • Local Government Act 2003. 	<p>Self Evaluation tool kit: New Forms of Political Management Arrangement I&DEA (2000).</p>

Risk Management and Internal Control

Gedling Borough Council needs to establish and maintain a systematic strategy, framework and processes for managing risk. Together, these arrangements should:

- Including making public statements to stakeholder on the authority's risk management strategy, framework and processes to demonstrate accountability.
- Including mechanisms for monitoring and reviewing 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 by involving all those associated with planning and delivering services, including partners.
- Include mechanisms to ensure that the risk management and control process is monitored for continuing compliance to ensure that the changes in circumstances are accommodated and that it remains up to date.

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
<p>a. Develop and maintain robust systems for identifying and evaluating all significant risks which involve the proactive participation of all those associated with planning and delivering services.</p>	Risk Management Strategy	Finalise early 2006/07	Risk Management Strategy reviewed and updated September 2006.	Ongoing reporting and raising profile to increase emededness.
	Authority Risk Profile	<p>Quarterly updates to Strategic register to be implemented.</p> <p>Full review of Operational Risks to be undertaken Sept 2005.</p>	<p>Implemented.</p> <p>Review undertaken.</p>	<p>Introduction of revised reporting arrangements.</p> <p>Introduction of revised reporting arrangements.</p>
	Scrutiny Committee Role	Ongoing.	Ongoing.	Ongoing.
	Budget & Performance Management System	In place.	Ongoing.	Ongoing.
	Risk Management Group	Regular meetings to take place.	Main responsibilities incorporated within the Audit Sub-Committee. To meet ad-hoc for policy development.	Ongoing.
	Growth Budget bids evaluation process	Ongoing.	Ongoing.	Ongoing.
<p>a. Continued from previous section.</p>				

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	Business continuity And Emergency Plan	Develop & test BCP and SLA with County for EP.	BCP developed. No test carried out in 2006/07. SLA signed February 2006.	Develop and undertake test of BCP. EP compliance ongoing as a result of SLA and countywide risk assessments.
<p>b. Put in place effective risk management systems including systems of internal control and an internal audit function. These arrangements need to ensure compliance with all applicable statutes, regulations and relevant statements of best practice and need to ensure that public funds are properly safeguarded and are used economically, efficiently and effectively and in accordance with the statutory and other authorities that govern their use.</p> <p>b. Continued from previous section.</p>	<p>Scheme of delegation</p> <p>Internal Audit protocol</p> <p>Performance management system</p> <p>Corporate Risk Register</p> <p>Operational Risk Register</p> <p>Risk Register of Violent Persons (electronically available)</p> <p>Statement on Internal Control</p>	<p>Review Corporate Risks September and March. With quarterly additions.</p> <p>Ongoing.</p> <p>See previous.</p> <p>See previous.</p> <p>See previous.</p> <p>Ongoing.</p> <p>Included within statement of accounts.</p>	<p>Reviews completed.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>	<p>Review Corporate Risks September and March. Introduce new risk reporting arrangements as per strategy.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	<p>Budget process</p> <p>Financial standards and regulations</p> <p>Policy for insurance cover arrangements</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Renewal March 2007.</p>	<p>Introduced resource weightings based on super output area data.</p> <p>Ongoing.</p> <p>Renewed Insurance policies March 2007.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p> <p>Broker contract subject to review by Sept 2007.</p>
c. Ensure that services are delivered by trained people.	<p>People Management Strategy</p> <p>Workforce Development Plan</p>	<p>Refer to Committee on 26 June 2006 and if appropriate implement actions.</p> <p>Approved April 2006. Implementation of action in plan.</p>	<p>Agreed by P & R Committee June 2006. Actions progressing within resources available.</p> <p>Corporate Plan agreed August 2006. Implementation of actions.</p>	<p>Strategy to be reviewed in light of the implementation of the Council's Vision.</p> <p>Review plan in light of the implementation of the Council's Vision and drivers to be agreed July 2007.</p>

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
c. Continued from previous section.	Job desc./specifications			Ongoing.
	Training plan	Corporate Training Plan Ongoing.	Ongoing.	Ongoing.
	PDR	Ongoing.	Updated to include management competencies.	Ongoing.
d. Put in place effective arrangements for an objective review of risk management and internal control, including internal audit.	IIP	Re-accreditation September 2006.	Re-accreditation achieved February 2007. Level 2 of the profile reached.	Action plan agreed to meet development recommendations in the assessor's report.
	Performance Management system	Ongoing.	Ongoing.	Ongoing.
	Annual Audit Plan	Ongoing.	Agreed April 2007.	Ongoing.
Business Continuity Plans	Plan to be finalised and tested.	Plan finalised but not tested.	Develop and undertake test of BCP.	

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
	Emergency Plan	Consider Civil Contingencies Act SLA with County.	EP compliance ongoing as a result of SLA and countywide risk assessments.	Ongoing.
d. Continued from previous section.	Statement on Internal Control	Develop further for 06/07 Statement of Accounts.	Produced for 06/07 Statement of Accounts.	Produce for 07/08 Statement of Accounts.
e. Maintain an objective and professional relationship with their external auditors and statutory inspectors.	<p>Inspectorate reports</p> <p>Managed Audit Status</p> <p>Annual Audit Letter and other</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Received and reported to members.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Capital programme monitored by Property Management Group (PMG). New processes introduced for capital monitoring.</p>	<p>Action plan.</p> <p>Ongoing including Audit Commission review of Internal Audit function.</p> <p>Review improvements required by Use of Resources Judgment.</p>

Risk Management and Internal Control

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2006/07	Out-turn for 2006/07	Proposed actions for 2007/08
e. Continued from previous section.	<p>Audit reports Finalised Internal and external Audit Reports taken to Audit Sub-committee</p> <p>Audit protocol</p>	<p>26 internal audit reports to be produced. Quarterly monitoring of performance against targets. Internal Audit follow-up of recommendations reported to committee.</p> <p>Ongoing.</p>	<p>Achieved (28) and ongoing</p> <p>Ongoing.</p>	<p>26 internal audit reports to be produced. Quarterly monitoring of performance against targets. Internal Audit follow-up of recommendations reported to committee.</p> <p>Ongoing.</p>
f. Publish on a timely basis, with the annual report, an objective, balanced and understandable statement of the authority's risk management and internal control mechanisms and their effectiveness in practice.	<p>Statement of Accounts incorporating the Statement on Internal Control.</p> <p>Strategic Corporate Plan</p> <p>Annual Internal Audit Report</p>	<p>June 2007 cabinet.</p> <p>Review & update for publication no later than 30.06.06, includes BVPP.</p> <p>Produced to support SIC.</p>	<p>June 2007 cabinet.</p> <p>Achieved.</p> <p>Completed.</p>	<p>Ongoing.</p> <p>Produce statutory BVPP with intention of producing a fuller new Strategic Corporate Plan based on the priorities of the new administration by March 2008.</p> <p>Ongoing.</p>

Risk Management and Internal Control

Reference documents	Tools to assist local authorities for self assessment purposes
<ul style="list-style-type: none">• Treasury Management in Local Authorities: Code of Practice and Guide of Chief Finance Officers CIPFA (2001)• Internal Control – Guidance for Directors on the Combined Code (Turnbull report 1999)• Effective Internal Control – A Framework for Public Service Bodies CIPFA (1994)• Accounts and Audit Regulations• Audit Code of Practice• Role of Finance Director	

Standards of Conduct

The openness, integrity and accountability of individuals within Gedling Borough Council forms the cornerstone of effective corporate governance. The reputation of the authority depends on the standards of behaviour of everyone in it, whether members, employees or agents contracted to it.

Member and Senior Officers of Gedling Borough Council, therefore, will need to:

- Exercise leadership by conducting themselves as role models for others within the authority to follow.
- Define the standards of personal behaviour that are expected from members and staff and all those involved in service delivery and put in place arrangements to ensure:

Accountability, through establishing systems for investigating breaches and disciplinary problems and taking action where appropriate, including arrangements for redress.

Effectiveness in practice through monitoring their compliance.

That objectivity and impartiality are maintained in all relationships to demonstrate integrity.

That such standards are documented and clearly understood to display openness and inclusivity and are reviewed on a regular basis to ensure that they are kept up to date.

Standards of Conduct

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Balance of Power and Authority				
a. Develop and adopt codes of conduct defining the standards of personal behaviour to which individual members, officers and agents of the authority are required to subscribe and put in place appropriate systems and processes to ensure that they are complied with.	Members code of conduct			New Members Code of Conduct adopted 16 Amy 2007.
	Officer Code of Conduct	In place.		Review following receipt of government guidance.
	Anti-fraud and corruption policy	Review Money Laundering policy.	Reviewed Money Laundering Policy. Policy updated and made available on the intranet.	Ongoing.
	Complaints procedures			Ongoing.
	Performance Management System	Ongoing.	Ongoing.	
	Performance appraisal	Ongoing.	Ongoing.	Ongoing.
	Confidentiality Policy	Policy to be agreed and accredited	Policy agreed and accredited.	Implement and monitor policy.
Hospitality & Gifts Register Interdepartmental relations protocol –	Monitor.	Monitored.	Monitor.	
		In place.	In place.	In place.

Standards of Conduct

The local code should reflect the requirements to:	Source Documents /Processes or other means that demonstrate compliance.	Proposed actions for 2005/06	Out-turn for 2005/06	Proposed actions for 2006/07
Balance of Power and Authority				
	Employee handbook Customer Charter	In place.	In place.	In place.
b. Put in place arrangements to ensure that members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice.	Standing orders Code of Conduct Financial Regulations Politically Restricted Posts	Monitoring. Ongoing.	Monitoring. Ongoing.	Monitoring Ongoing.
c. Put in place arrangements to ensure that their procedures and operations are designed in conformity with appropriate ethical standards and to monitor their continuing compliance in practice.	Codes of conduct	Ongoing.	Ongoing.	Ongoing.
d. Put in place arrangements for whistle blowing to which staff and all those contracting with the council have access.	Whistle blowing policy	Review current documentation 2005/06	Reviewed Whistle Blowing Policy. Policy updated and made available on the intranet.	Ongoing.

Standards of Conduct

Reference documents	Tools to assist local authorities for self assessment purposes
<ul style="list-style-type: none">• Standards Committees: Strengthening Conduct in Local Government – The University of Birmingham School of Public Policy (1999).• Local Government Act 2000 & 2003.• Standards Board Issues.• Internal Audit Code of Practice.	