

## LOCAL CODE OF CORPORATE GOVERNANCE

**2023/24-2024/25**

### Introduction

1. Governance arrangements in the public services are vitally important and local government organisations need to ensure that they meet the highest standards, are kept up to date and are relevant. Governance is about how the Council ensures resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and there is clear accountability for the use of those resources in order to achieve the desired outcomes for service users and communities.
2. CIPFA<sup>1</sup>/SOLACE<sup>2</sup> have together produced a corporate governance framework which was updated for 2016/17. It is an integrated system that brings together an underlying set of legislative requirements, governance principles and management processes. The governance framework produced by CIPFA/SOLACE remains a discretionary code and is offered to local authorities as good practice.
3. In conducting its business, Gedling Borough Council is fully committed to the key principles of good governance set out in the CIPFA/SOLACE framework. The framework is underpinned by seven core principles. This Local Code of Corporate Governance sets out below how Gedling Borough Council demonstrates that its governance structures comply with these seven core principles.

### Good Governance

**Core Principle A - Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.**

Sub-principle	Actions to demonstrate good governance
Behaving with integrity	<ul style="list-style-type: none"> <li>▪ Ensuring Members and Officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.</li> <li>▪ Ensuring Members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles).</li> <li>▪ Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.</li> <li>▪ Demonstrating, communicating and embedding the standard operating principles or values through</li> </ul>

<sup>1</sup> Chartered Institute of Public Finance and Accountancy

<sup>2</sup> Society of Local Authority Chief Executives

	appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.
Demonstrating strong commitment to ethical values	<ul style="list-style-type: none"> <li>▪ Seeking to establish, monitor and maintain the organisation's ethical standards and performance.</li> <li>▪ Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation's culture and operation.</li> <li>▪ Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.</li> <li>▪ Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with ethical standards expected by the organisation.</li> </ul>
Respecting the rule of law	<ul style="list-style-type: none"> <li>▪ Ensuring Members and staff demonstrate a strong commitment to the rule of law as well as adhering to relevant laws and regulations.</li> <li>▪ Creating the conditions to ensure that the statutory officers, other key post holders, and Members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.</li> <li>▪ Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders.</li> <li>▪ Dealing with breaches of legal and regulatory provisions effectively.</li> <li>▪ Ensuring corruption and misuse of power are dealt with effectively.</li> </ul>

### To demonstrate its commitment to Core Principle A Gedling Borough Council:

- Has developed and promotes a culture of behaviour based on shared values, high ethical principles and good conduct underpinned by the following:
  - Members' code of conduct
  - Officers' code of conduct
  - Protocol on member/officer relations
  - Gifts and Hospitality Code of Practice for Members and Officers
  - Members' Register of Interests
  - Protocol for Members on dealing with planning matters
  - Officer Register of interests and declaration of interests policy
- Provides a comprehensive Elected Member induction programme which includes Code of Conduct training which has ~~been refreshed for~~delivered post- election in 2023/24.
- ~~Has a Code of Conduct guidance note for Members.~~
- ~~Carried out a review and public consultation of the Code of Conduct in 2021-2023/24 with further review to commence in 2023/24.~~
- Adopted a new member code of Conduct in January 2023 with training to be delivered in 2024/25.
- Has set up a Member Development Working Group cross party to ensure member engagement on key projects and training opportunities.
- Additional Member training is provided supported by a dedicated budget for Member training.
- Has approved arrangements for dealing with complaints that a councillor has

breached the Code of Conduct to be reviewed in 2023/24~~2024/25~~.

- Has a Standards Committee, which is not politically biased, with responsibility for standards and probity issues which includes 2 co-opted members.
- Is able to monitor and investigate officer behaviour through its corporate complaints procedure.
- On a quarterly basis reminds Members to keep their Register of Interests and gifts and hospitality register up to date.
- Has completed a review of the Code of Practice for Gifts and Hospitality in 2023-24.
- Maintains a register of gifts and hospitality for Officers and Members, which is reported to Standards Committee on an annual basis and Senior Leadership team on a quarterly basis. *The register of gifts and hospitality for Members is now published on the Council's website on a quarterly basis.*
- Has an Audit Committee which has overall responsibility for the Council's governance and risk management arrangements.
- Has approved a Counter Fraud and Corruption Strategy, including whistle-blowing procedures during 2019/20 which is currently under review to be updated in 2024/25.
- Has developed appropriate arrangements for an Officer's Register of Interests during 2022/23.
- Provides mandatory F fraud awareness training ~~has been delivered~~ to Officers in 2022/23 and forms part of and Members ~~induction training for 2023 and the Strategy is published on the Council's website.~~
- ~~Has~~
- Has developed new guidance for Officers in respect of establishing partnerships and the governance and ongoing monitoring of these.
- Has clear role specifications within the Constitution in respect of the Head of Paid Service, Chief Financial Officer and Monitoring Officer.
- Has a monthly statutory officers meeting to ensure any governance issues are raised.
- Has introduced a Gedling Employee, Manager and Leader Standard which sets out behaviours expected by employees including consideration of actions to support carbon reduction which are to be reviewed in 2024/25.
- Conducts annual Personal Development Reviews which include a review of behaviours in the workplace.
- Requires reports to be considered for legal and financial implications and signed off on behalf of the Chief Financial Officer and Monitoring Officer with a template agreed to ensure that the details of review and approval are documented on the report.
- Offers training to Managers and Officers on report writing and the legal requirements.
- Has set out a Data Breach Management Policy within the Information Security Policy (ISP).
- Has completed a review of the ISP in 2023/24.
- Ensures commitment to paying the national minimum wage.
- Complies with the Public Contracts Regulations 2015 during procurement activity for the carrying out of works or provision of supplies or services and approved new Procurement and Contract Rules in 2022/23 to be reviewed again in 2023/24~~2024/25~~ to ensure compliance with the pending the Procurement Bill Act 2023.
- ~~Has completed a comprehensive review of the Constitution during 2021/22 with training delivered in 2022/23~~
- Continually reviews the constitution to ensure it remains effective, the council's procedural standing orders are currently under review with a cross party working group.
- Has adopted a new Equalities Policy, including reasonable adjustments in 2021/22 which runs to 2023/24.
- Is currently consulting on an updated Equality and Diversity Policy for adoption from 1<sup>st</sup> April 2024 which includes input from overview and scrutiny committee.
- ~~Has prepared an Equality Framework and Action Plan~~ Has created an Equality and Diversity Action plan through service planning for 2024/25 to be implemented from

<p><u>2021/22</u> with actions tracked through the Council’s performance management system</p> <ul style="list-style-type: none"> <li>▪ <u>Has a Strategic Equalities Group of Members and Officers to support delivery on the Council’s equality policy, framework and action plan.</u></li> <li>▪ <u>Has established a staff inclusion group to improve staff relations and promote inclusivity.</u></li> <li>▪ <del>Has delivered</del> <u>Provides mandatory</u> Equality and Diversity training to Officers and Members in 2022/23.</li> <li>▪ <u>Has an approved Modern Slavery and Human Trafficking Transparency Statement and Modern Slavery Policy.</u></li> <li>▪ <u>Has briefed staff on the Modern Slavery requirements</u></li> <li>▪ <u>Has provided mandatory training for officers in respect of safe-guarding and prevent training.</u></li> <li>▪ Has put in place measures to respond to the GDPR and Data Protection Act requirements, including appointing a Data Protection Officer and deputy.</li> <li>▪ <u>Has a Strategic Risk Group of senior officers which meets quarterly.</u></li> <li>▪ <u>Has reviewed the Risk management Strategy with training to be delivered on the new strategy in 2024.</u></li> <li>▪ <del>including a quarterly review meeting between each Head of Service and the Head of Finance and ICT to consider governance compliance in procurement, internal audit actions and risk management actions</del></li> <li>▪ Has established a Corporate Management Team to support Senior Leadership Team and support good governance in decision making, service planning and project management.</li> </ul>
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**Core Principle B - Ensuring openness and comprehensive stakeholder engagement**

Sub-principle	Actions to demonstrate good governance
Openness	<ul style="list-style-type: none"> <li>▪ Ensuring an open culture through demonstrating documenting and communicating the organisation’s commitment to openness.</li> <li>▪ Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided.</li> <li>▪ Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.</li> <li>▪ Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.</li> </ul>
Engaging comprehensively with institutional stakeholders <i>NB. Institutional stakeholders are the other organisations</i>	<ul style="list-style-type: none"> <li>▪ Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.</li> <li>▪ Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.</li> </ul>

<p><i>that local government needs to work with to improve services and outcomes (such as commercial partners and suppliers as well as other public or third sector organisations) or organisations to which they are accountable</i></p>	<ul style="list-style-type: none"> <li>▪ Ensuring that partnerships are based on: <ul style="list-style-type: none"> <li>○ Trust</li> <li>○ A shared commitment to change</li> <li>○ A culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit</li> </ul> </li> </ul>
<p>Engaging with individual citizens and service users effectively</p>	<ul style="list-style-type: none"> <li>▪ Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve communities, individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.</li> <li>▪ Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.</li> <li>▪ Encouraging, collective and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds, including reference to future needs.</li> <li>▪ Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.</li> <li>▪ Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.</li> <li>▪ Taking account of the impact of decisions on future generations of tax payers and service users.</li> </ul>

<p><b>To demonstrate its commitment to Core Principle B Gedling Borough Council:</b></p>	
<ul style="list-style-type: none"> <li>▪ Has an informative, user friendly website to share appropriate information with the community.</li> <li>▪ Proactively provides information and interacts with the community through Contacts magazine, 'Keep me Posted' emails and social media, in particular <u>X (formerly Twitter)</u> and Facebook.</li> <li>▪ Works with Community groups and Stakeholders to deliver Community Outreach sessions in the Borough <u>with regular sessions at Calverton, Bestwood and Carlton.</u></li> <li>▪ Has arrangements in place to seek and respond to the views of the community by: <ul style="list-style-type: none"> <li>○ Consulting with residents about Council services and priorities through the Residents' Survey</li> <li>○ Consulting with residents on the Gedling Plan for 2023-27</li> <li>○ Holding meetings in public wherever possible</li> <li>○ Recording and streaming public meetings</li> <li>○ Publishing agendas, minutes and decisions</li> <li>○ Making provision in the Council's Procedural Standing Orders in the Constitution for the public to ask questions at Council meetings and creating an online form for the public to submit such questions</li> <li>○ Undertakes annual budget consultation with business ratepayers</li> <li>○ Undertakes consultation with residents on budgets</li> </ul> </li> </ul>	

- Having effective relationships with other public sector agencies and the private and voluntary sectors
- Undertaking miscellaneous consultation with residents, service users and relevant stakeholders including surveys, workshops and focus groups.
- Undertakes Equality Impact Assessments where appropriate to identify how the needs of particular groups have been considered to inform decision making, ensuring that appropriate consultations request data on the profile of respondents
- Has an approved Statement of Community Involvement as part of to compliment the preparation of the Local Plan Development Framework.
- Proactively engages in the health agenda through involvement in the Nottinghamshire Health & Wellbeing Board and Integrated Care Partnerships.
- Proactively engages in a number of partnerships including: D2N2, Joint Planning Advisory Board, Gedling Health & Wellbeing Delivery Group, South Notts Community Safety Partnership and Gedling Employment and Skills Group.
- Has a Freedom of Information Act Publication Scheme on the Council's website.
- Complies with the provisions of the Transparency Code.
- Has clear privacy notices in line with data protection legislation.
- Requires officers to adhere to a calendar of dates for submitting, publishing and distributing timely reports.
- Sets out in the Financial Regulations appropriate control measures for entering into partnership arrangements.
- Has developed and introduced a Partnership Register, which identifies significant partnerships and potential impacts on the Council.
- Ensures reports to Cabinet include an analysis of alternative options together with the reasons for the recommendation contained within the report.
- Facilitates the filming, streaming and recording of public meetings where necessary.
- Will develop and adopt a Community Engagement toolkit during [2023/24-2024/25](#)
- Has a Customer Promise updated in 2022/23 setting out how the Council will interact with all customers.
- Has a Complaints, Compliments and Comments Policy and Unacceptable Customer Behaviour Policy setting out how the Council will manage and respond to complaints [updated in 2022 reviewed annually](#).
- [Has established a Youth Council and Senior's Council to ensure engagement with different sections of the Community.](#)
- [Is developing a consultation strategy in 2024/25 to ensure effective engagement with communities.](#)
- [Has introduced webchat as another communication channel with the Council.](#)

**Core Principle C - Defining outcomes in terms of sustainable economic, social and environmental benefits**

Sub-principle	Actions to demonstrate good governance
Defining outcomes	<ul style="list-style-type: none"> <li>▪ Having a clear vision, which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the organisation's overall strategy, planning and other decisions</li> <li>▪ Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of the year or longer.</li> <li>▪ Delivering defined outcomes on a sustainable basis within the resources that will be available.</li> <li>▪ Identifying and managing risks to the achievement of outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available.</li> </ul>
Sustainable economic, social and environmental benefits	<ul style="list-style-type: none"> <li>Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision.</li> <li>Taking a longer term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints.</li> <li>Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible in order to ensure appropriate trade-offs.</li> <li>Ensuring fair access to services.</li> </ul>

### To demonstrate its commitment to Core Principle C Gedling Borough Council:

- Has clearly set out its vision and priorities in the Gedling Plan after thorough review of the Council's planning process and following consultation with residents.
- Maintains a data hub to ensure data to support priorities is considered including recent Census data.
- Reflects the Council's vision and strategic priorities through individual service plans. These are captured and monitored in the Council's performance management system, Pentana.
- Monitors delivery against the Gedling Plan through quarterly reports to SLT, Cabinet and Overview and Scrutiny Committee.
- Has developed a register of policies/plans and strategies to monitor review dates and ensure they remain fit for purpose.
- Has procured a risk module on Pentana to better track risk management.
- Has developed and maintains proper financial management arrangements. These include agreeing a balanced budget before the start of each financial year together with a Medium Term Financial Plan which looks ahead five years; and an Annual Statement of Accounts that details the Council's financial position in the previous year.
- Regularly reviews risks at a corporate project and operational level and ensures that appropriate plans are in place to mitigate risks as far as possible.
- Has developed a new risk management strategy to be used across all services, projects and business cases.
- Holds quarterly risk reviews and updates with Heads of Service as part of the Corporate Health and Safety and Risk Management group meetings.
- Has arrangements in place to publish the external auditor's report which includes a formal conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.
- Has Procedural Standing Orders, Contract Standing Orders and Financial Regulations in place which were reviewed in 2021/22. are subject to regular review.
- Is drafting a Procurement strategy and procedure Rules for 2024/25 to align with the Procurement Act 2023.
- Internal audit regularly reviews the risk and control framework and produces an annual report including an audit opinion on the adequacy and effectiveness of the

	<p>Council’s risk management, governance and control processes.</p> <ul style="list-style-type: none"> <li>▪ Audit recommendations and actions are tracked through Pentana <u>and internal auditors now have access to check compliance.</u></li> <li>▪ Undertakes Equality Impact Assessments where appropriate to identify how the needs of particular groups have been considered to inform decision making</li> <li>▪ Maintains an approach to fair access to services through Equality and Diversity Policies and Framework.</li> <li>▪ Has an Equality group with Member and Officer representation to facilitate the Council’s Equality Framework and Action Plan.</li> <li>▪ Has Equality Actions monitored through the Council’s performance management system.</li> <li>▪ <u>Intends to strengthen its role in enabling Social Value through its procurement activity in accordance with the Public Services (Social Value) Act 2012; and also its role in securing improved environmental outcomes through consideration of sustainable procurement factors as part of the update of the Procurement Strategy.</u></li> <li>▪ <u>Has a Carbon Impact Assessment which must be completed to demonstrate carbon impacts on decisions.</u></li> <li>▪ Includes details of carbon reduction/environmental sustainability implications are documented in reports.</li> <li>▪ <u>Has developed a Carbon Management Strategy and established an officer group to ensure implementation of the action plan.</u></li> </ul>
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**Core Principle D - Determining the interventions necessary to optimise the achievement of the intended outcomes**

Sub-principle	Actions to demonstrate good governance
Determining interventions	<ul style="list-style-type: none"> <li>▪ Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.</li> <li>▪ Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind further impacts.</li> </ul>
Planning interventions	<ul style="list-style-type: none"> <li>▪ Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.</li> <li>▪ Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.</li> <li>▪ Considering and monitoring risks facing each partner when working collaboratively including shared risks.</li> <li>▪ Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.</li> <li>▪ Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.</li> <li>▪ Ensuring capacity exists to generate the information</li> </ul>



	<p>required to review service quality regularly.</p> <ul style="list-style-type: none"> <li>▪ Preparing budgets in accordance with objectives, strategies and the medium term financial plan.</li> <li>▪ Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.</li> </ul>
Optimising achievement of intended outcomes	<ul style="list-style-type: none"> <li>▪ Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.</li> <li>▪ Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.</li> <li>▪ Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.</li> <li>▪ Ensuring the achievement of 'social value' through service planning and commissioning.</li> </ul>

#### To demonstrate its commitment to Core Principle D Gedling Borough Council:

- Ensures reports to Cabinet and Portfolio holders include an analysis of alternative options together with the reasons for the recommendation contained within the report.
- Requires service plans and performance indicators to be aligned to Council priorities set out in the Gedling Plan.
- Performance against the Gedling Plan is reported to and monitored by Senior Leadership Team, Cabinet and Overview and Scrutiny Committee on a quarterly basis. Performance data is also made available to all Members and is published on the Council's website.
- The Council's budget is developed to reflect the Council's priorities and the Council has a clear financial strategy including a Medium Term Financial Plan – budgets, plans and objectives are aligned.
- Requires reports to be considered for legal and financial implications and signed off on behalf of the Chief Financial Officer and Monitoring Officer with a new template agreed to ensure that the details of review and approval are documented on the report.
- Has a project management framework, including the full use of business case development and the scrutiny of projects through Corporate Management Team..
- Has ~~an approved~~reviewd the Risk Management Strategy to ensure that risk management is embedded into the culture of the Council.
- Has approved a Capital Investment Strategy for ~~2023/24 to 2027/28~~2024/25 – 2028/29.
- Will implement the requirements of the Financial Management Code to support good practice in financial management and demonstrate financial resilience and sustainability.
- Has arrangements in place to seek and respond to the views of the community by:
  - consulting with residents about Council services and priorities through the bi-annual Gedling Conversation and Satisfaction Survey
  - undertaking miscellaneous consultation with residents and relevant stakeholders on a range of decisions and policy proposals
  - undertaking a consultation with residents on the Gedling Plan for

<ul style="list-style-type: none"> <li>○ 2023 <ul style="list-style-type: none"> <li>▪ Undertaking a consultation with residents on budget setting</li> <li>▪ Has developed an External Funding Strategy to ensure bids for external funding comply with Financial Regulations and meet agreed Gedling Plan priorities <u>which is to be reviewed in 2024/25</u>.</li> <li>▪ Will implement a Fee and Charges Strategy to support statutory compliance and optimisation of income.</li> <li>▪ Will implement a Procurement Strategy <u>in 2024/25</u> incorporating contract management guidance to ensure statutory compliance and value for money; setting out requirements for inclusion of social value and environmental outcomes in procurement.</li> <li>▪ <u>Will develop a Transformation programme from 2024/25 to align with the ICT Strategy and support the Council's Productivity Plan.</u></li> </ul> </li> </ul>
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**Core Principle E - Developing the entity’s capacity including the capability of its leadership and the individuals within it**

Sub-principle	Actions to demonstrate good governance
Developing the entity’s capacity	<ul style="list-style-type: none"> <li>▪ Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.</li> <li>▪ Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.</li> <li>▪ Recognising the benefits of partnerships and collaborative working where added value can be achieved.</li> <li>▪ Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.</li> </ul>
Developing the capability of the entity’s leadership and other individuals	<ul style="list-style-type: none"> <li>▪ Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.</li> <li>▪ Publishing a statement that specified the types of decisions that are delegated and those reserved for the collective decision making of the governing body.</li> <li>▪ Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by Members and each provides a check and a balance for each other’s authority.</li> <li>▪ Developing the capabilities of members and senior management to achieve effective leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by: <ul style="list-style-type: none"> <li>- Ensuring Members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged.</li> <li>- Ensuring Members and officers have the appropriate skills, knowledge, resources and support to fulfil their</li> </ul> </li> </ul>

	<p>roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis</p> <ul style="list-style-type: none"> <li>- Ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weakness both internal and external <ul style="list-style-type: none"> <li>▪ Ensuring that there are structures in place to encourage public participation</li> <li>▪ Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections</li> <li>▪ Holding staff to account through regular performance reviews which take account of training or development needs.</li> <li>▪ Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.</li> </ul> </li> </ul>
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### To demonstrate its commitment to Core Principle E Gedling Borough Council:

- Has a comprehensive Member Induction Programme which has been reviewed and updated for 2023 and additional Member Training is provided supported by a dedicated budget for Member training.
- Has a dedicated corporate employee training budget and service based training budgets.
- Has a matrix of corporate governance training for senior officers.
- Has developed a table of mandatory training for officers and methods of delivery.
- Has delivered a comprehensive programme of Corporate Governance training to Officers in 2022/23.
- Provides regular corporate governance training to officers.
- Will be providing risk management training to staff in 2024/25.
- Performance and Development Reviews are undertaken for all members of staff at least annually. The process offers the opportunity to discuss performance and to identify any training and development needs.
- Requires the Head of HR, Performance and Service Planning to be consulted on staffing reports to ensure that team structures are fit for purpose and staffing resources are used to best effect.
- Operates a robust recruitment and selection process which is being reviewed to ensure diversity in the workforce...
- Has a raft of HR policies and procedures in place which are included in the Employee Handbook and is available on the intranet.
- Has reviewed Employee policies to ensure they remain fit for purpose.
- Has progressed a restructure of the organisation to ensure efficiency and improved customer service.
- Adopts and publishes an annual Pay Policy statement that sets out the Council's approach to pay and provides links to relevant policies and procedures.
- Has an adopted agile working strategy and agreed a Flexible and Agile Working Policy in 2019.
- Has introduced the principles of Timewise as a means of maximising the opportunity for current and prospective employees to work in a more agile manner and in doing so encourage a wider pool of applicants to vacant posts.
- Provides access to occupational health arrangements and counselling services, under an Employee Assistance Programme, to help improve employee wellbeing and ensure that sickness absence is kept to a minimum.

- Promotes health and wellbeing through a staff e-newsletter, Well at Work initiatives an annual Health Fair and through the Corporate Health and Safety group.
- Has secured the Well-being at Work Bronze Award.
- Arranges Staff events under the banner of 'Our Gedling'.
- Signed the Prevention Concordat for Better Mental Health.
- Provided mental health Awareness Training to all staff
- Adopted the dying to work charter.
- Adhere to the principles of the Disability Confident Employer Scheme.
- Clearly set out roles and responsibilities of Senior Members and statutory officers in the Constitution. Roles and responsibilities of Officers are clearly set out in job descriptions and person specifications.
- Has a Partnerships Register which will be reviewed regularly to ensure value is being derived from the collaborative arrangements.
- Has set out a Scheme of Delegation within the Constitution.
- Requires Members of the Planning Committee and Environment and Licensing Committee to undertake mandatory training.
- Clearly sets out the role of the Leader and Chief Executive within the Council's Constitution.
- ~~Has completed to a comprehensive review of the Constitution in 2021/22.~~
- ~~Has is adopted~~ adopted a new Equalities Policy, including reasonable adjustments ~~durinfor~~ 2021/22 2024/25.
- ~~Has implemented reviewed the a~~ Workforce Strategy during 2021/22 with plans to review during 2023-24 using recommendations from an audit of the strategy in 2023 in 2023/24 for implementation covering the period up to 2027.
- Ensures that performance against the Gedling Plan and agreed budget is reported to and monitored by the Senior Leadership Team, Cabinet and Overview and Scrutiny Committee on a quarterly basis. Performance data is also made available to all Members and is published on the Council's website.
- Agreed to sign the GMB's Employee Charter to demonstrate commitment to supporting employees experiencing domestic abuse.
- Became a Fostering-friendly Council in 2022
- Has adopted parental leave policy for Members to support continuation of duties and retain skills and knowledge and to encourage a wider range of prospective Councillors.
- Has established a central register of strategies, plans and policies to monitor review periods.
- Will look to roll out mental health champions for staff in 2024/25
- Will be reviewing the Employee protection register in 2024/25

**Core Principle F – Managing risks and performance through robust internal control and strong public financial management**

Sub-principle	Actions to demonstrate good governance
Managing Risk	<ul style="list-style-type: none"> <li>▪ Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making</li> <li>▪ Implementing robust and integrated risk management arrangements and ensuring that they are working effectively</li> <li>▪ Ensuring that responsibilities for managing individual risks are clearly allocated</li> </ul>
Managing performance	<ul style="list-style-type: none"> <li>▪ Monitoring service delivery effectively including planning, specification, execution and independent post</li> </ul>

	<p>implementation review</p> <ul style="list-style-type: none"> <li>▪ Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook</li> <li>▪ Ensuring an effective scrutiny or oversight function is in place which provides constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the organisation's performance and that of any organisation for which it is responsible (Or, for a committee system) Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making</li> <li>▪ Providing Members and senior management with regular reports on service delivery plans and on progress towards an outcome achievement</li> <li>▪ Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements)</li> </ul>
Robust internal control	<ul style="list-style-type: none"> <li>▪ Aligning the risk management strategy and policies on internal control with achieving objectives</li> <li>▪ Evaluation and monitoring risk management and internal control on a regular basis</li> <li>▪ Ensuring effective counter fraud and anti-corruption arrangements are in place</li> <li>▪ Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor</li> <li>▪ Ensuring and audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body: <ul style="list-style-type: none"> <li>- Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment</li> </ul> </li> <li>▪ That its recommendations are listened to and acted upon</li> </ul>
Managing data	<ul style="list-style-type: none"> <li>▪ Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data</li> <li>▪ Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies</li> <li>▪ Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring</li> </ul>
Strong public financial management	<ul style="list-style-type: none"> <li>▪ Ensuring financial management is integrated at all levels of planning and control, including management of financial risks and controls</li> <li>▪ Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls</li> </ul>

**To demonstrate its commitment to Core Principle F Gedling Borough Council:**

- Has put in place assurance arrangements which conform to CIPFA's requirements.

- The Council has appointed an Audit Committee which can report to Full Council if it considers necessary.
- A new Risk Management Strategy has been prepared in 2023/24 that is led by Senior Management for the identification and evaluation of Corporate Risks, and integrated with the work of Internal Audit to provide a holistic source of assurance aligned to corporate objectives.
- The Risk Management Strategy is periodically reviewed by the Audit Committee along with a quarterly review of the corporate Risk Register by Senior Leadership Team and Audit Committee.
- The Council has contracted with BDO to provide an internal audit service. Internal auditors are independent and have access to all people, premises and systems. An annual report is presented to the Audit Committee.
- The Annual Audit Plan is shaped through an assessment of the Council's key strategic risk areas and critical services.
- Results of audit reviews are reported to the Audit Committee along with follow up work to ensure that the recommendations have been implemented.
- Audit actions are included as part of the Pentana performance management system.
- Risk management will be included as part of the Pentana performance management system.
- Financial systems are reviewed annually to ensure appropriate, effective controls are in place.
- External audit reports to the Audit Committee annually on the results of the audit of the financial statements.
- Through the Chief Financial Officer, Members are advised on the robustness of estimates and the adequacy of reserves set within the budget process.
- The Annual Governance Statement considers the internal control framework, and is presented to the Audit Committee usually annually with the Statement of Accounts.
- Ensures that effective arrangements are in place for the discharge of statutory officer roles by defining roles and responsibilities in the Constitution.
- Ensures compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful by:
  - requiring all reports to be considered for legal and financial implications and signed off on behalf of the Chief Financial Officer and Monitoring Officer
  - requiring all Council and Cabinet reports to be considered by Senior Leadership Team prior to inclusion in the agenda
- Has financial management arrangements in place which conform with the requirements of the CIPFA statement on the role of Chief Financial Officer in Local Government and with statutory provisions in the Local Government Act 1972, the Local Government Act 1988 and the Accounts and Audit Regulations 2015.
- Has updated Financial Regulations, Standing Orders for Dealing with Land and is reviewing Contract Standing Orders and will provide training to the relevant staff.
- Through Senior Leadership Team, carries out a quarterly review of corporate risks to ensure that they are relevant, whilst at the same time reviewing risk appetite.
- Through the Corporate Health and Safety group identifies and discusses risk management with Heads of Service on a quarterly basis.
- Ensures that performance against the Gedling Plan and agreed budget is reported to and monitored by the Senior Leadership Team, Cabinet and Overview and Scrutiny Committee on a quarterly basis. Performance data is also made available to all Members and is published on the Council's website.
- Publishes an up to date Forward Plan to enable forthcoming key decisions to be scrutinised at the earliest opportunity by Overview and Scrutiny Committee.
- Ensures Overview and Scrutiny Committee has sufficient access to Cabinet Portfolio Holders, key officers and information for the purpose of constructive challenge.
- Is implementing the statutory Guidance on Overview and Scrutiny in Local and Combined Authorities.

- Has approved a Counter Fraud and Corruption Strategy, including whistleblowing procedures during 2019/20 to ensure effective arrangements are in place. This is currently under review but has been published on the website and is accessible to officers and those contracting with or appointed by the Council and will introduce an Annual Fraud Report for consideration by Audit Committee.
- Has robust arrangements in place for:
  - Managing data.
  - Training staff and Members in relation to information governance
  - Ensuring data security breaches are reported and dealtwith appropriately as set out in the Information Security Policy
  - Setting out how data shall be dealt with in the Information Security Policy and Records Retention and Disposal Policy
  - Ensuring appropriate Information Sharing Agreementssigned off by the Data Protection Officer are in place.
- Has put in place measures to respond to the GDPR and Data Protection Act requirements, including appointing a Data Protection Officer and deputy.
- Maintains Information Asset registers which are reviewed annually,
- Has developed an External Funding Strategy to ensure bids for external funding comply with Financial Regulations and meet agreed Gedling Plan priorities, this strategy is to be reviewed in 2024/25.
- Quarterly risk management information ~~will be~~is reported to Overview and Scrutiny Committee ~~from April 2020~~.
- Publishes clear informative and Privacy Notices setting out what personal data is collected and how it will be used.
- ~~Has completed a comprehensive review of the Constitution during 2021/22. Continues to review and update the Constitution to ensure it remains fit for purpose.~~
- Has a project management framework, including the full use of business case development.
- Has developed a Data Hub to provide an easily accessible online portal to access data that will inform and evidence decision making service, planning and other project work.
- Has introduced an annual declaration of Health and Safety risk assessments to demonstrate compliance and provide assurance.
- Will consider the appointment of an Independent Member to Audit Committee in accordance with recommended good practice.
- Has completed a review of Business Continuity plans in 2023/24 with a review of the emergency plan to be conducted in 2024/25.
- Has quarterly strategic risk group meetings to identify any significant corporate risks and emergency planning incidents.
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**Core Principle G – Implementing good practices in transparency, reporting, and audit to deliver effective accountability**

Sub-principle	Actions to demonstrate good governance
Implementing good practice in transparency	<ul style="list-style-type: none"> <li>▪ Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate</li> <li>▪ Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand</li> </ul>

<p>Implementing good practices in reporting</p>	<ul style="list-style-type: none"> <li>▪ Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way</li> <li>▪ Ensuring Members and senior management own the results reported</li> <li>▪ Ensuring robust arrangements for assessing the extent to which the principles contained in this framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement)</li> <li>▪ Ensuring that this framework is applied to jointly managed or shared service organisations as appropriate</li> <li>▪ Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations</li> </ul>
<p>Assurance and effective accountability</p>	<ul style="list-style-type: none"> <li>▪ Ensuring that recommendations for corrective action made by external audit are acted upon and that progress on completion of actions is reported quarterly to Senior Leadership Team through the use of the Council's performance management system.</li> <li>▪ Ensuring an effective internal audit service with direct access to Members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon</li> <li>▪ Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations</li> <li>▪ Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement</li> <li>▪ Ensuring that when working in partnership, arrangements for accountability are clear and the need for wider public accountability has been recognised and met</li> </ul>

**To demonstrate its commitment to Core Principle G Gedling Borough Council:**

- Operates under Executive arrangements with an established Overview and Scrutiny Committee.
- Monitors compliance with the Freedom of Information Act and Access to Information Act and deals with FOI requests through an Information and Practice Manager.
- Adopts a presumption of openness and transparency and publishes key information on its website. The Council has a Publication Scheme and publishes information in accordance with the Code on Data Transparency.
- Presents annual reports to Cabinet on Information Governance, Regulation of Investigatory Powers Act usage and CCTV.
- Has appointed a Senior Responsible Officer and Single Point of Contact for CCTV and surveillance camera systems.
- Through reviews by external auditors, internal audit and Senior Leadership Team seeks ways of ensuring that value for money is achieved and for securing continuous improvement in the way in which its functions are exercised.
- Has an effective corporate complaints system which is managed through Customer



Services. All complaints are monitored and evaluated, through a quarterly report to Senior Leadership Team and the Complaints, compliments and Comments Policy is reviewed annually and presented to cabinet with annual complaints data.

- Ensures that performance against the Gedling Plan and agreed budget is reported and monitored by the Senior Leadership Team, Cabinet and Overview and Scrutiny Committee on a quarterly basis. Performance data is also made available to all members and is published on the Council's website.
- Ensures that all agendas, reports and minutes are published on the Council's website.
- Seeks to minimise the number of and sections of reports which need to be considered in the confidential section of Council, Committee and Cabinet meetings.
- Issues guidance to staff to ensure that the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and Openness of Local Government Bodies Regulations 2014 are complied with.
- Determines that the Chief Executive is responsible and accountable for all aspects of operational management.
- Monthly statutory officers meetings are held to ensure risks/actions identified.
- Records in the minutes of the proceedings of a "budget decision meeting" of Council the names of the Members who voted or abstained.
- When working in partnership, will take steps to develop working protocols, robust procedures for scrutiny of decisions and behaviour, and ensure meetings are held in public.
- Has put in place measures to respond to the GDPR and Data Protection Act requirements, including appointing a Data Protection Officer and deputy.
- Has provided access to internal auditors of audit actions on pentana to ensure regular updates.
- Has established a member development working group to ensure transparency and openness across parties.
- Has reviewed scrutiny arrangements to ensure a relevant and realistic work plan.