

South Derbyshire District Council – Local Code of Corporate Governance

REVIEW OF SELF ASSESSMENT

1. Community Focus

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Publish an Annual Report that is objective and gives an understandable account of the Council's activities and achievements and its financial position and performance	Publishing a Corporate Plan which sets out the Council's plans and priorities for delivering local services over the next 3 years Financial Strategy & Spending Plans Medium Term Financial Plan (MTFP) which sets out the Council's spending plans over the next 3 years linked to Corporate Plan Publishing an annual Statement of Accounts Risk Management Strategy	Summary Report on Financial Performance	June 2006	Head of Finance & Property Services
Publish an Annual Performance Plan which is objective, balanced and understandable and which assesses the Council's current service delivery performance and its plans to maintain and improve service quality	Publishing a three year Corporate Plan (which is reviewed annually) Publishing a Best Value Performance Plan in June of each year (in accordance with statutory guidance) and a Best Value Summary information leaflet which is sent out to every household in South Derbyshire in the preceding March Producing Service Plans (also reviewed annually) Compliance audited by external auditors Service standards for Customer Services drafted	Establish service standards in consultation with service users for all service areas (CPM)	March 2006 2007	All Heads of Service
Have in place arrangements for the independent review of its financial and operational reporting processes	External/Internal Audit Programmes considered and approved by Members. The results of individual Audit Reports considered by Council. The Annual Audit Letter and other Audit Reports submitted by the External Auditor are considered by Council Independent arrangements for the scrutiny of the Council's budget consultation process undertaken by the Corporate Scrutiny Committee Consultation with private and voluntary/community sector partners on the budget All external reports considered by Members on a half yearly basis			
Have in place arrangements which actively encourage individuals and groups from all sections of the community to engage with, contribute to, and participate in the work of the Council and to make sure that these arrangements are monitored to ensure that they are working	By complying with external arrangement procedures set out in the Council's Constitution Supporting the SDLSP to develop and deliver the Community Strategy Improved communication and consultation is a priority within the Community Strategy Area Meetings (established 1997) Consultation Strategy (adopted March 2000) Consultants currently engaged on work in connection with the	Continue to produce & distribute Quarterly Newsletter to be produced & distributed Develop a good practice protocol for partnership working (CPM) Continue to review the operation and performance of SDLSP (including	From October 2005 Ongoing March 2006 2007 March 2006 Ongoing	Head of Legal & Democratic Services Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration

	Statement of Community Involvement (SCI) and Local Development Framework (LDF) and linkages to producing a Communications Strategy Tenants' Forums – TACT (established 2000) – incorporating views on relevant Housing and Community Services Committee Report Tenants Xtra and SHINE newsletters (2003) Values & Attitudes Advisory Forum (March 2004) Citizens Panel (since 2001) consultation undertaken quarterly Parish Liaison Meetings – quarterly Derbyshire Community Engagement Group Various Forum e.g. Crime & Disorder, S Derbyshire Sports, Rosliston Liaison Group, "Friends of" Groups Use of e-forms and e-democracy to support community consultation and engagement Supporting the National Forest Youth Needs Survey Traveller Needs Survey BME Survey First two editions of Community Newsletter produced and distributed Reviewing the operation & performance of SDLSP (including funding arrangements) (CPM)	Complete the review of the existing Consultation Strategy (including mechanisms for communicating with local people and other stakeholders) (CPM) Implement an annual programme of communication & consultation (CPM) Develop a new Communication and Consultation Strategy (CPM)	March/June 2006 From April 2006 March 2007	Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration
Be open in all our dealings and balance that openness with a respect for privacy and confidentiality where appropriate	Making this explicit in the Council's Corporate Values and in the Council's Constitution Developing a Publication Scheme under the Freedom of Information Act Whistle-blowing Policy (1999) Having provision for the public to ask questions and present petitions at Council and Policy Committee Meetings	Investigate public participation at Development Control Meetings	March/June 2006	Head of Planning
Establish and maintain clear and accessible channels of communication with all sections of the community and other stakeholders and monitor this to make sure that they are operating effectively	Working with and supporting the SDLSP Having a well publicised and monitored Customer Complaints Procedure Providing Laptops for Members Publishing 'Helping You' leaflets Tenants' Forums – TACT Parish Liaison Meetings Citizens Panel Commitment to Citizen/Stakeholder consultation, participation and involvement Updated website which is compliant with W3 & Bobby Standards Reviewing the Customer Complaints Procedure Installing reception information monitor following refurbishment Completing key stages in Customer Services project plan to end March 2006	Review of Customer Complaints Procedure Proposal for video conferencing of Council meetings & improved communication channels with residents Implementation of two Information Kiosks at the LIFT Scheme & Reception area Continue delivery of key stages in the project plan for 'Customer First' (CPM)	March 2006 March 2006 March 2006 Ongoing	Head of IT & Customer Services Head of IT & Customer Services Head of IT & Customer Services Head of Policy & Economic Regeneration IT & Customer Services

	3 kiosks with Internet access installed at Green Bank, Melbourne Leisure Centre & Old Post Office, Newhall	Develop & adopt a Communications Strategy (linked to the review of the Consultation Strategy)	March 2006	Head of Policy & Economic Regeneration
		Complete the review of the existing Consultation Strategy (including mechanisms for communicating with local people and other stakeholders) (CPM)	June 2006	Head of Policy & Economic Regeneration
		Develop a new Communication and Consultation Strategy (CPM)	March 2007	Head of Policy & Economic Regeneration
Have a clear vision for our local community, developed through comprehensive consultation with every community within South Derbyshire and other stakeholders and make sure that this vision is widely known and understood	Working with the SDLSP Adopting appropriate Corporate and service related Strategies By setting and publicising the Council's aims and objectives through the Corporate Plan Consultation through Citizens Panel Having robust service planning and monitoring processes BVPP Half yearly Annual Service Plan monitoring to Committee. Compendium of Service Plans published Working with the South Derbyshire Crime & Disorder Partnership Publicising via web site, sent to key partners Identifying and training authors and editors in all service areas to maintain Council website Customer First to provide information to citizens and links to partners Working with the Derbyshire Partnership Forum to develop and deliver a range of e-government projects and the Derbyshire Local Area Agreement Citizens' Panel refreshed & regular pattern of consultation taking place Year 1 Action Plan of SD Community Strategy produced & delivery underway (CPM) Web-site Editorial Officer appointed to ensure corporate guidelines on site and content are maintained Clarifying delivery and reporting arrangements for the Derbyshire Local Area Agreements and link to Council plans and policies (CPM)	To make better use of the Citizens' Panel by the District Council (linked to the review of the Consultation Strategy) Finalise & deliver the Year 1 Action Plan of SD Community Strategy (CPM) Web-site Editorial Officer to be appointed to ensure corporate guidelines on site & content are maintained Clarify delivery & reporting arrangements for the Derbyshire Local Area Agreements & link to Council plans & policies Launch Year 2 Action Plan of SD Community Strategy (CPM)	From April 2006 March 2006 March 2006 March 2006 July 2006	Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration

2. Service Delivery Arrangements

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Set achievable and sustainable standards and targets for performance in the delivery of all the Council's services, with equal access for all	Including a commitment to equality in the Council's Corporate Values Equalities and Diversity Policy Statement (2003) Race Equality Scheme Action Plan (adopted Dec 03) Values & Attitudes Advisory Forum comprising of external stakeholders established (Mar 2004) Level 1 of the Local Govt Equalities Standard (LGES) achieved (Apr 2004) Appointing a Member Champion for Equalities & Diversity and Social Inclusion Committee approval to produce Corporate Equalities Plan (March 2004) Updating website which is compliant with W3 and Bobby standards Having a 3 year financial plan – stable finances achieved Publicising targets for services and performance against these in the annual Best Value Performance Plan Having robust service planning and monitoring e.g. BVPP, Corporate Plan, Service Plans, development of Local Performance Indicators Conducting Best Value Reviews Customer Charters for Development Control and Housing Web based A to Z of Services Annual report published on the delivery of the Race Equality Scheme (CPM) Completing key stages in Customer Services project plan to end March 2006 Procedure agreed with employee representatives & implemented for building capacity within Contact Centre as part of Customer First Project The Council formally adopting a People Strategy Delivery of the IEG programme BVPI 157 (Electronic Service Delivery) now at 100% Adopting Partnership Strategies eg Community Plan, Crime & Disorder Plan Initially assessing services against DEFRA rural standards and the Countryside Agency's rural proofing checklist to develop an action plan to tackle inequalities (CPM)	Adoption and publication of a Corporate Equalities Plan (CPM) Develop a Social Inclusion Strategy (CPM) Adoption of Partnership Strategies eg Community Plan, Crime & Disorder Plan Continue to publish an annual report on the delivery of the Race Equality Scheme (CPM) Achieve Level 2 of LGES Continue to deliver key stages in the project plan for 'Customer First' (CPM) Assess services against DEFRA rural standards & the Countryside Agency's rural proofing checklist & develop an action plan to tackle inequalities (CPM) Achieve the targets set in the EIG-4 Statement for electronic service delivery (CPM) Pilot project for collecting & analysing service delivery data at a local level focusing in rural areas (CPM)	March 2006 2007 March 2006 March 2006 2006 2006 March 2006 March 2007	Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration All Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of IT & Customer Services Head of Policy & Economic Regeneration Head of IT & Customer Services Head of Policy & Economic Regeneration
Have in place reliable systems for providing management information	Through service planning, performance management and information systems and processes	Set up a consistent monitoring & review framework in relation to	March 2006	Head of Policy & Economic Regeneration

so that performance can be measured against those targets and standards, and develop comprehensive and understandable performance plans	Best Value Performance Plans Scrutiny Committee reports Use of new IT systems to improve the efficiency and effectiveness of service delivery (such as Flare, Orchard and FMS) Consistent monitoring and review framework set up in relation to performance management	performance management		
Have in place arrangements to allocate resources according to community priorities	Having a 3-year financial plan eg Financial Strategy & Spending Plans 2004/07 an MTFP Having service bid processes for capital and revenue Community Grant Scheme operated through the Housing & Community Services Committee Use of the Citizens' Panel Submitting Annual Efficiency Statements to OPDM Corporate Scrutiny Committee Strategic Planning report considered by Finance & Management Committee	Establish a framework agreement with Parish Councils to better support the delivery of community priorities (CPM) Corporate Scrutiny Committee Strategic Planning project Develop a strategy for funding community and voluntary sector groups in consultation with stakeholders (CPM) Establish a rolling programme of Parish Plans with local communities & partner organisations (CPM) Produce a project plan for the Gershon Efficiency review/Shifting Resources Project & deliver key stages (CPM) Implement a Shifting Resources Review (review of the Council's base budgets)	March 2006/2007 September 2005 March/September 2006 March 2006 March 2006 September 2006	Head of Finance & Property Services/Head of Policy & Economic Regeneration Head of Policy & Economic Regeneration Head of Leisure & Community Development Head of Leisure & Community Development Head of Business development Director of Corporate Resources
Develop partnerships where it is efficient and effective to do so, to deliver services to meet the needs of local communities and to have systems in place to ensure they operate effectively	Working with the SDLSP Having robust service planning and monitoring which is reviewed annually eg publication of Compendium of Service Plans Best Value Toolkit – 4 C's Competition, Consultation, Comparison and Challenge as part of the Best Value Review of Services (published 2000) Various Partnerships eg Derbyshire IEG Partnership, EMRLGA Partnership etc. Community Strategy published (Apr 05) Various contractual partnerships in Housing, Revenues Division Service Level Agreements with community/voluntary sector groups, incl. Groundwork Procurement Strategy in place (2003/2006) Derbyshire Voluntary Sector Compact in place	Refresh the current Procurement Strategy & deliver Year 1 actions (CPM) Deliver Procurement Strategy Year 1 actions (CPM) Conclude South Derbyshire Compact with Voluntary Sector Partners (CPM)	March 2006 March 2007 March 2006/2007	Head of Policy & Economic Regeneration Director of Corporate Resources Head of Leisure and Community Development

Respond positively to any improvements recommended by external assessors and to have Action Plans in place to make sure these improvements are made	Corporate Procurement Manager now in post & revised Procurement Strategy produced Considering the Annual Audit and Inspection Letter and any other reports from the Audit Commission at Full Council Follow up reports on Best Value Reviews go to the Scrutiny Committee for monitoring Work programmes established for the Scrutiny committees Peer Review reports Improvement Working Panel established Development and delivery of an Improvement Plan (post CPA) Policy Committee Work Programmes being implemented	Policy Committee Work Programmes to be implemented	October 2005	Head of Legal & Democratic Services
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3. Structures and Processes

Balance of Power and Authority

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Have in place, and keep under review, a protocol that regulates the relationship between Members and employees	Producing a Protocol on Member/Employee Relations as set out in the Council's Constitution			
Make sure that Members and employees' roles and responsibilities are clearly defined	As above, plus having the roles, responsibilities and functions identified in the Council's Constitution Committee Scheme of Delegation reviewed Joint meetings with CMT / Elected Members Record of Decisions and Background Papers Job Descriptions – Senior Officers Planning Good Practice Protocol Protocol on use of IT by Members Fully inducting new Members All Members and Co-opted Members signing the Code of Conduct and Register of Interests Adopting an Officer Code of Conduct Reviewing the Scheme of Delegation to Officers Licensing Protocol and Procedure adopted & implemented	Officer Scheme of Delegation to be reviewed Licensing Protocol & Procedure to be adopted & implemented Draft Scheme of Delegation to Officers to be formally approved & adopted by Council	March 2006 August 2006 June 2006	All Head of Legal & Democratic Services Head of Legal & Democratic Services

Roles and Responsibilities - Members

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Make sure Members meet formally on a regular basis to set the strategic direction of the Council and monitor the delivery of its services	Adopting a 3 year Corporate Plan Having a planned and published annual cycle of Council & Policy Committees and quasi-judicial meetings Having a robust service planning and monitoring process Members involved in the setting and review of Performance Management Systems e.g. BVPP, Corporate Plan, Service Plans Scrutiny arrangements in place			
Make sure that the Council's decision making processes, whether delegated or reserved, are kept under review and clearly documented	Including this in the Council's Constitution Policy Working Groups reviewing their decision making process and recommending to Council changes in the Constitution Reviewing the way the Full Council operates, including minor modifications to the Constitution, revisions to the order of business, and publicising the mechanism for the public to ask questions at Full Council	Review the way in which Full Council operates	March 2006	Head of Legal & Democratic Services
Have in place written processes	Including this in the Council's Constitution			

that are properly understood for policy development, implementation and review; decision making, monitoring, control and reporting; and for formal procedural and financial regulations to govern the conduct of the Council's business	Having a robust service planning and monitoring process			
Make sure Members are properly trained and have access to all the relevant information, advice and resources that are necessary to enable them to carry out their roles effectively	Having an annual Training and Development Programme for all Members Running an Induction Programme for new Members All Members of the Development Control and Licensing & Appeals Committees provided with annual training Briefings provided to Chair, Vice-Chair and Opposition Members prior to Policy Meetings Briefings provided to all members prior to meetings of Scrutiny Committees Having clear protocols about Members' access to information The Council's Constitution details public rights of access to information Regular meetings between CMT and senior Members Providing IT training and IT resources for Members All Members have laptop computers with access to Council e-mail system and the Intranet/Internet Members committing to a Member Development Charter (CPM) The publication & circulation of regular Members' Bulletins Members provided with suitable accommodation	Members to conduct Development Review Meetings with Members to establish training needs Members to adopt a Member Development Charter (CPM) Provide Members with suitable accommodation Gain accreditation for the Member Development Charter	March 2006 Ongoing to December 2006 March 2006 March 2006 December 2006	Head of Human Resources Head of Human Resources Head of Finance & Property Services
Define clearly and in writing the roles of Members, including their responsibility for strategic leadership and ensure the Council achieves its community aims and provides services in accordance with its targets	Including this in the Council's Constitution Publishing a BVPP and a Corporate Plan which sets out our aims for community leadership Working with SDLSP on the implementation and monitoring of the Community Strategy Monitoring the Performance Management Framework – BVPIs, delivery of the Corporate Plan and CPA Improvement Plan Through the work of the Improvement Working Panel Adopting a Protocol for existing Members on outside bodies to provide feedback to Council on meetings & matters arising Appointing an Independent Remuneration Panel – Part 6 of the Constitution Having a publicised Members' Allowances Scheme	Establish arrangements for existing Members on outside bodies to provide feedback to the Council on meetings and matters arising (CPM)	March 2006	Head of Legal & Democratic Services
Define clearly in writing details of Members' Allowances and the way in which these are reviewed		Review of Members' Allowances Scheme	March 2006	Head of Finance & Property Services

Roles and Responsibilities – Officers

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Ensure the Chief Executive, as the Head of Paid Service, is fully responsible and accountable to the Council for all aspects of its operational management	Designating the Chief Executive as the Head of Paid Service and ensuring that his duties, roles and responsibilities are set out in a Job Description and in the Council's Constitution Having a performance management system in place Completing an Annual Performance Appraisal			
Ensure the Director of Corporate Services, as the statutory Section 151 Officer, is fully responsible and accountable to the Council for giving appropriate advice on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control	Designating the Director of Corporate Services as the statutory Section 151 Officer and ensuring that his/her duties, roles and responsibilities are set out in a Job Description and in the Council's Constitution Having a performance management system in place Completing an Annual Performance Appraisal			
Ensure that the Head of Legal & Democratic Services, as Monitoring Officer, is fully responsible and accountable to the Council for making sure that agreed procedures are followed and that all relevant statutes, regulations and statements of good practice are complied with	Designating the Head of Legal and Democratic Services as the statutory Monitoring Officer and ensuring that his/her duties, roles and responsibilities are set out in a Job Description and in the Council's Constitution Having a performance management system in place Completing an Annual Performance Appraisal			
Ensure that the roles and responsibilities of all other senior employees of the Council, together with their contract terms including remuneration and the way they are reviewed, are clearly set out in writing	Including this in the Council's Constitution – Article 11, Officers Job Descriptions/Person Specifications Contracts of Employment Employee Handbook Annual Employee Performance Development Review Interviews and half-yearly updates Adhering to national terms and conditions of employment			
Make sure the Council adopts and keeps up to date clear protocols and a Code of Conduct to ensure the community leadership role of the whole Council is based on a clear, ethical framework	Producing a Protocol governing Member/Employee Relations in the Council's Constitution Adopting an Officer Code of Conduct Reviewing politically restricted posts	Review Officer Code of Conduct in light of anticipated national guidance	March 2006/2007	Head of Human Resources

4. Risk Management and Internal Control

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Develop and maintain an effective Risk Management system to identify and evaluate all significant risks, which includes the active participation of all those involved in planning and delivering services	Having a Risk Management Policy, including risk analysis and action plan with quarterly reviews Officer Risk Management Group chaired by the Director of Community Services Corporate Risk Register Risk Analysis in Corporate Plan and Service Plans Computer Disaster Policy in place on individual server level Emergency Planning System in place Implementing & updating the Risk Management Strategy	Implement & update the Risk Management Strategy (CPM) Develop & adopt a Computer Disaster Policy Develop and adopt a Business Continuity Plan, to include impact of complete loss of server room or building on computer systems Ensure that Service Recovery Plans have been developed & tested	March 2006 March 2006 March 2006 Ongoing to December 2006	Head of Finance & Property Services Head of IT & Customer Services Director of Community Services & Head of IT & Customer Services Director of Community Services & Head of IT & Customer Services
Ensure systems of internal control, including an internal Audit function, are in place and that they comply with any relevant statutes, regulations, best practice and guidance, the outcome of which will be to ensure that public funds are properly safeguarded and used economically, efficiently and effectively and in accordance with the law	Having appropriate arrangements in place for delivery of an adequate and effective Internal Audit function and ensuring adequate reporting arrangements to safeguard its independence Having an up to date risk based Internal Audit Plan Undertaking systematic Risk Assessments in all areas of the Council's activities Audit Commission annually considers the Council's approach to legality, its response to major legislation and any matter of legality relevant to the Audit of financial transactions Having Financial Regulations/Procedures as part of the Council's Constitution. Also the Council Procedure Rules relate to Contracts in the Council's Constitution to help safeguard public funds Treasury Management Policy Insurance cover Risk Register and Risk Management Policy Producing a Statement of Internal Control (June 2005) Having a performance management system in place	By ensuring that Service Recovery Plans have been developed and tested Implement Audit Sub-Committee	March 2006 July 2006	Director of Community Services Head of Finance & Property Services
Make sure that services are delivered by trained and experienced people	Maintaining the Council's Investors in People accreditation Having an effective Recruitment Policy (reviewed annually) Providing Council Managers and staff with ongoing advice and support and training in Risk Management issues and in Health & Safety legislation Ensuring that the Council's Risk Management objectives are communicated and embraced throughout the organisation via service plans Offering guidance on internal control and financial management	HP to be reviewed Develop a People Strategy in consultation with stakeholders Implement actions arising from the 2004 Employee Survey (CPM)	March 2006 March 2006 March 2006	Head of Human Resources Head of Human Resources Head of Human Resources

	Implementing an Induction Programme for starters Ensuring, through staff appraisals, that all staff have a training and development plan which relates to the business and service needs of the area of the Council within which they work, and that this is implemented Work force planning issues contained within Service Plans Undertaking an Employee Survey 2004 Completing the IIP re-accreditation in November 2005 The Council adopting a People Strategy in March 2006, following consultation with stakeholders Having focus groups in place and initial actions completed arising from the 2004 Employee Survey Commencing a pilot Leadership & Management Development Programme	Establish/Implement a Leadership and Management Development Programme (CPM)	March/September 2006	Head of Human Resources
Have systems in place for objectively reviewing the effectiveness of Risk Management and Internal Control (including Internal Audit) systems	An annual assessment by Audit Commission of the adequacy of the Council's control environment (Audit Commission also review the adequacy of the Internal Audit service as part of their annual assessment of the control environment) Having appropriate arrangements in place for the delivery of an adequate and effective internal audit function and ensuring adequate reporting arrangements to safeguard its independence Progress reports to F & M are made by Internal Audit, including assessments on the adequacy of internal control at the Council Corporate Risk Management Group (including Member Champion)			
Maintain an objective and professional relationship with our External Auditors and Statutory Inspectors	Officers meeting with the Audit Commission Relationship Manager and other Audit Commission representatives for Audit and Inspection Planning purposes and ongoing liaison Audit Protocol in place allowing for joint working between Internal and External Audit (Audit Commission)			
Publish within the Annual Report an objective, balanced and understandable statement and Assessment of the Council's Risk Management and Internal Control mechanisms and their effectiveness	Including a risk assessment within the Council's Corporate Plan			
	Statement of Internal Control reviewed & published annually			

5. Standards of Conduct

REQUIREMENTS	HOW THIS HAS BEEN ACHIEVED	ACTION POINTS	DATE	LEAD OFFICER
Keep under review the Council's Code of Conduct for Members and employees and develop a Code for agents acting on behalf of the Council and make sure systems are in place to ensure they are being complied with	By adopting Codes of Conduct and a Protocol for Members and Employees in the Council's Constitution – Part 5 – and ensuring that their provisions are understood By establishing a Standards Committee with independent Members, including independent Chair and Vice-Chair, to advise the Council and Members on ethics and standards issues and reporting to that Committee annually on compliance with the Code A code for agents acting on behalf of the Council is included in all Building Contracts By having well publicised policies for whistle blowing and complaints procedure By adopting local codes, including Members Planning Code of Good Practice and Protocol for the use of IT by Members and ensuring that their provisions are understood By having Member Registers of Interests and Officer Gifts and Hospitality Registers By having an Anti-fraud and Corruption Policy and a Performance Management System and ensuring that these topics are covered when inducting Members and Officers			
Make sure neither Members nor employees are influenced by prejudice, bias or have conflicts of interest in dealing with different stakeholders and have systems in place to make sure these principles are being observed	Equal Opportunities and Diversity Policy Statement adopted Race Equality Scheme Action Plan adopted Through the Codes of Conduct, Protocols, Council Procedure Rules relating to contracts and external partnership arrangements, financial procedure and regulations and the Articles on decision making in the Council's Constitution Through the Members Planning Code of Good Practice for Members and Employees, dealing with planning matters High profile Standards Committee	Adoption and publication of a Corporate Equalities Plan (CPM)	March 20062007	Head of Policy & Economic Regeneration
Have in place arrangements ensuring that all procedures and operations conform with any appropriate ethical standards and monitor compliance	Having a Monitoring Officer appointed Monitoring of compliance with codes undertaken by the Standards Committee By having Codes of Conduct subject to Government guidelines being published By publishing Annual reports for the Standards Committee and Overview and Scrutiny By adopting, publishing & reviewing annually a Local Code of Corporate Governance By appointing the Chief Executive to monitor the Council's performance under its Local Code of Corporate Governance	Adopt, publish & review annually a Local Code of Corporate Governance Appoint the Chief Executive Officer to monitor the Council's performance under the Code of Corporate Governance Report to Standards Committee on review of performance under the Council's Local Code of Corporate Governance Self	September 2006 September 2006 June 2006	Head of Legal & Democratic Services Head of Legal & Democratic Services

			Assessment audit	September 2006	Head of Legal & Democratic Services
Have a Whistle-blowing Policy for staff and contractors and monitor its effectiveness	By publishing and making readily available the Whistle-blowing document Anti-Fraud and Corruption Policy		Appoint the Leader as a Member Champion for Corporate Governance Better publicise Whistle-blowing Policy	March 2007	Head of Finance & Property Services

