



Title:	Constitution of the Council (Part 4E: Corporate Governance)
Owner:	Sal Khan
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CONSTITUTION OF THE COUNCIL

PART 7 - CORPORATE GOVERNANCE STATEMENT

1 STATEMENT OF VALUES

PRINCIPLES OF PUBLIC LIFE

- 1.1 The Council supports the principles of public life promoted by the Committee on Standards in Public Life.

SELFLESSNESS, INTEGRITY, OBJECTIVITY AND HONESTY

- 1.2 Councillors and officers of the Council will remember that they are here to use public money properly and to take balanced decisions which are for the benefit of the people who live and work in East Staffordshire. They will be honest and objective in setting the Council's policies and managing its services and will not use their position unfairly for personal gain.

OPENNESS

- 1.3 Councillors and officers of the Council will ensure that proper consultation takes place with people and organisations who live, work or have an interest in East Staffordshire. They will be open in their decision-taking and will work with partners to improve the well-being of people in the Borough.

ACCOUNTABILITY

- 1.4 Councillors and officers of the Council will stand up and be counted for their decisions and actions. The Council will always act within the law.

LEADERSHIP

- 1.5 The Council will act as a leader within the community of East Staffordshire and will seek to provide and deliver a vision for the future of the Borough. Councillors and officers of the Council will maintain high standards of ethical behaviour.

CORPORATE STANDARDS

- 1.6 Throughout its operations the Council will expect Councillors and officers at all levels to ensure:
- 1.6.1 Efficiency and value for money;
 - 1.6.2 Quality and high standards of customer care;
 - 1.6.3 Accuracy and timeliness in its operations;
 - 1.6.4 Polite, courteous and professional behaviour; and
 - 1.6.5 Honesty and protection against fraud and corruption.

2 IMPLEMENTATION AND MAINTENANCE OF GOOD CORPORATE GOVERNANCE

- 2.1 The following arrangements are in place and will be maintained.

BASIC LEGAL REQUIREMENTS

- 2.2 The Council has adopted a formal Constitution.
- 2.3 The Council has appointed a Head of Paid Service, a Chief Finance Officer and a Monitoring Officer.
- 2.4 The Council has set up a Standards Committee.
- 2.5 The Council has adopted a Code of Conduct for Councillors.

CLARITY OF ROLES

- 2.6 The Council has job descriptions for Councillors and officers at all levels.
- 2.7 The Council has a scheme of delegation for decision taking.
- 2.8 The Council has a protocol for Councillor/Officer relations.

SAFEGUARDS

- 2.9 The Council has a Risk Management Strategy.
- 2.10 The Council has an Anti-Fraud and Corruption Strategy.
- 2.11 The Council has an Internal Audit function.
- 2.12 The Council has a Whistle-blowing Policy.

2.13 The Council has adopted defined Disciplinary Procedures.

DELIVERY OF CORPORATE OBJECTIVES

2.14 Each Service within the Council has a Service Plan, which reflects corporate objectives and will be updated annually.

2.15 Each employee of the Council has an annual appraisal, which includes personal targets relating to corporate objectives.

2.16 The Council has selected key performance measures to be reported regularly to the Corporate Management Team, the Cabinet and the relevant Scrutiny Committee.

REPORTING

2.17 The Council will publish a Sustainable Community Strategy and a Corporate Plan.

2.18 The Leader and Deputy Leaders will make annual public statements relating to plans, targets and performance.

2.19 The Council will publish its Annual Accounts by 30th September each year and these will include Statements of Assurance by the Chief Finance Officer and the External Auditor.

2.20 The Annual Management Letter from the External Auditor will be reported to all Councillors and will be available to the public.

2.21 An Annual Report will be made by the Internal Auditor (provided by CW Audit) to all Councillors and will be available to the public.