



Exeter City Council

Code of Corporate Governance

2019-20

Scope of Responsibility

Exeter City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In addition to meeting statutory obligations and organisational objectives, the Council's governance framework is required to meet the following seven principles of good governance:

1. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the law
2. Ensuring openness and comprehensive stakeholder engagement
3. Defining outcomes in terms of sustainable economic, social and environmental benefits
4. Determining interventions necessary to optimise the achievement of the intended outcomes
5. Developing the Council's capacity. Including the capability of its leadership and individuals within it
6. Managing risk and performance through robust internal control and strong public financial management
7. Implementing good practices in transparency, reporting and audit to deliver effective accountability

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk. The Council has approved and adopted this Code of Corporate Governance, which is consistent with the principles of Delivering Good Governance in Local Government (CIPFA/Solace 2016) and which identifies the systems, processes and documents that contribute to the Council's governance arrangements

The Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values, by which the authority is directed and controlled together with activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its purposes and to consider whether those purposes have led to the delivery of appropriate, cost-effective services.

The Council's system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can, therefore, only provide reasonable and not absolute assurance of effectiveness. There is an ongoing process designed to identify and prioritise risks to the achievement of Council policies, aims and objectives, to evaluate the likelihood and impact of those risks being realised and to manage them efficiently, effectively and economically.

Corporate Governance Framework

Meeting Statutory Obligations

Behaving with integrity

Defining outcomes

Developing the Council's capacity

Delivering effective accountability

Meeting Organisational Objectives

Ensuring openness

Determining interventions

Managing risk and performance

The Council's commitment to good governance based on the requirement to meet statutory obligations, organisational objectives and is based on the seven principles of Delivering Good Governance in Local Government Framework (CIPFA/Solace 2016)

Regulatory

Constitution
 Terms of Reference
 Members' Code of Conduct
 Member/Officer Protocol
 Scheme of Delegation
 Financial Regulations
 Standing Orders
 Record of Decisions
 Forward Plan
 Register of pecuniary interests
 Register of gifts & hospitality
 Audit & Governance Committee
 Scrutiny Framework
 External Audit
 Internal Audit
 Head of Paid Service
 Section 151 Officer
 Monitoring Officer
 Member Development Framework
 Member's Toolkit

Corporate

Corporate Work Programme
 Corporate Plan
 Risk Management Policy & procedures
 Business Continuity Policy & Plans
 Corporate Risk Register
 Performance Management framework
 Corporate Complaints Procedure
 Exeter Community Strategy
 Exeter Community Forum
 Surveys/Focus Groups
 Exeter Citizen
 Record of public consultations
 Equalities and Diversity Policy
 Access to Information Policy
 FOI Publication Scheme
 Website transparency pages
 Information Governance Framework
 Information Security Policy
 Partnership Guidance

Finance

Medium Term Financial Strategy
 Budget Monitoring Process
 Treasury Management Strategy
 Statement of Accounts
 Annual Governance Statement
 Prudential Code for Capital Finance
 Statement on the role of CFO
 Statement on the role of HIA
 Counter Fraud Strategy
 Anti-Money Laundering Policy
 Whistleblowing Policy
 Fraud reporting on website
 Compliance with Public Sector Internal Audit Standards
 Capital Programme
 Council tax leaflet/information

HR Policies

Pay Policy
 Officers' Code of Conduct
 Staff Induction
 Staff Training & Development Programme
 Staff Surveys
 Growth & Development Reviews
 Job Evaluation Process
 Job Descriptions
 Corporate Health & Safety Policy
 Employee Assistance Programme
 Disciplinary procedure

Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by managers within the Council who have responsibility for the development and maintenance of the governance environment, the work of the internal auditors and also by comments made by the external auditors and other review agencies and inspectorates.

The processes for maintaining and reviewing the effectiveness of the governance framework are:

- Executive is responsible for considering overall financial and performance management and receives comprehensive reports throughout the year;
- Scrutiny Committee Corporate monitors the overall financial performance of the Council;
- Audit & Governance Committee monitors the effectiveness of risk management, Internal Audit and the system of internal control. Budget monitoring reports are also presented quarterly to Scrutiny Committee Place, Scrutiny Committee People and Scrutiny Committee Corporate;
- Annual reviews of the Council's key financial and non financial systems by Internal Audit against known and evolving risks and cyclical reviews by Internal Audit of internal controls in operation within each service area against known and evolving risks are reported on a quarterly basis to the Audit & Governance Committee;
- The Monitoring Officer provides assurance that the Council has complied with its statutory and regulatory obligations;
- Annual reviews of the Council's financial accounts and records by the External Auditors leading to their opinion as published in the year-end statements;
- Ongoing reviews of strategic and operational risks in each service area and the conduct of risk analysis and management in respect of major projects undertaken by the Council;
- Reviews and, where appropriate, updates of the Council's Financial Regulations and Standing Orders

Date of next review

The Code of Corporate Governance will be reviewed annually by the Section 151 Officer in consultation with the Executive Support Unit and presented to the meeting of the Audit & Governance Committee in March 2020.