

1 Harbourough District Council recognises that: -

1. Good governance leads to good management, good performance, good stewardship of public funds, good public engagement and ultimately, good outcomes for citizens and service users.
2. Good governance supports the Council to achieve corporate outcomes in an effective way; it underpins our ambitions with appropriate mechanisms for control and management of risk.
3. We should aim to meet the standards of the best, so our governance arrangements should not only be sound, but also be seen to be sound;
4. Governance is about ensuring we're doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.
5. Good governance comprises the systems and processes, and culture and values, by which we manage, direct and control the Council's business and through which we account to, engage with and, where appropriate, provide leadership to, the communities of the district of Harbourough

2 Harbourough District Council is committed to having sound corporate governance arrangements and believes that the development of a **local Code of Governance** helps to demonstrate this. A local code can provide reassurance, and promote credibility and confidence in the public services we provide. To assess our governance arrangements we will apply the six core principles and sub-principles of good governance set out in the CIPFA/SOLACE Delivering Good Governance Framework 2016¹, which are set out below:

- **Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law;**
- **Ensuring openness and comprehensive stakeholder engagement;**
- **Defining outcomes in terms of sustainable economic, social and environmental benefits;**
- **Determining the interventions necessary to optimise the achievements of the intended outcomes;**
- **Developing the Council's capacity, including the capability of its leadership and the individuals within it;**
- **Managing performance through robust internal control and strong public financial management; and**
- **Implementing good practices in transparency, reporting and audit to deliver effective accountability**

The sub principles supporting the core principles are set out in Appendix A to this document.

¹ "Delivering Good Governance in Local Government - Framework" (Published by CIPFA/SOLACE 2016).

3 **Harborough District Council** is satisfied that it already has a well established and robust Constitution and other good governance documents and systems in place within the Council. The purpose of this **local Code of Governance** therefore is to provide a single document that:

- provides a simple quick reference point for customers and regulators interested in our governance arrangements;
- serves as a management tool for reviewing and monitoring existing corporate governance arrangements;
- provides evidence of our governance arrangements for our Annual Governance Statement, and.
- helps develop Action Plans for improving arrangements for corporate governance.

4 An annual review of the Council's Corporate Governance arrangements will be carried out using the guidance contained in the CIPFA/SOLACE Framework. The purpose of the review will be to provide assurance that governance arrangements are adequate and operating effectively or to identify action which is planned to ensure effective governance in the future. The results of the review will take the form of an Annual Governance Statement (including Action Plans) prepared on behalf of the Leader of the Council and the (Head of Paid Service). It will be submitted to the Governance and Audit Committee for consideration and review

The preparation and publication of the Annual Governance Statement will meet the statutory requirements of the Accounts and Audit Regulations which requires authorities to "conduct a review at least once in a year of the effectiveness of its system of internal control". As such the Annual Governance Statement will be prepared in accordance with the Audit and Accounts Regulations and published as part of the Statement of Accounts. .

5 The statutory officers of Harborough District Council (Head of Paid Service, Chief Finance Officer and the Monitoring Officer) meet as the Corporate Governance Group to monitor the Council's governance arrangements, including the progress of the implementation of any agreed Action Plans. The Annual Governance Statement documents the yearly review of our governance arrangements, is reported to the Council's Governance and Audit Committee and is itself reviewed by the Council's external auditors.

6 Hyperlinks to relevant documents relating to governance which are already available free of charge on the Council's website are included below. For any further information on the Council's governance arrangements please contact the Monitoring Officer who is responsible for overseeing, monitoring and reviewing the operation of this code and for reporting on compliance with it in the Annual Governance Statement. The Monitoring Officer can be contacted by

Hyperlinks to key documents:-**The Constitution links**

contains the Articles of the Constitution, Responsibility for Functions – including the Scheme of Delegation, Ethical Governance Committee and Governance and Audit Committees' responsibilities, and the responsibilities of the Head of the Paid Service, the Monitoring Officer and the Chief Finance Officer (Section 151 Officer); the Standing Orders of the Council (Procedure Rules), the Finance Procedure Rules, Access to information Rules, Employee Procedure Rules, Code of Conduct for Members, Members, Allowances Scheme, the Member/Officer Protocol, Code of Conduct for Officers, Whistleblowing Policy, Planning Code of Practice for Councillors and Officers.

Key Policy hyperlinks:

- Council's Corporate Plan
- The Sustainable Communities Strategy
- The Local Development Framework
- The Council's Communication Strategy

Key Finance & Risk Management links:

- Council's Annual Budget
- Council's Annual Statement of Accounts
- External Auditor's Annual Statement on the Accounts
- Council's Risk Management Policy
- Council's Counter Fraud and Reporting Policy
- Fraud Awareness Strategy
- Performance Management Framework (documents internal process)
- Project Management Framework (documents internal process)

Key Member, Officer and decision making links:

- Members Code of Conduct and Register of Members Interests
- Members Declaration of Gifts and Hospitality
- Delegated Decision Notices
- Officers' Gift and Hospitality