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Maldon District Council Code of Corporate Governance

Maldon District Council is committed to delivering on the CIPFA ‘Delivering Good Governance in Local Government’ Framework.

The table below sets out the standards we have in place to achieve each of the seven core principles of good governance and supporting evidence that is available to demonstrate this.

Principle A – Behaving with Integrity, demonstrating strong commitment to ethical values, and respecting the rule of law		
Sub principles	How does MDC achieve this	Supporting evidence
- Behaving with Integrity - Demonstrating Strong Commitment to Ethical Values - Respecting the rule of Law	The Council expects the authority's leadership – both Members and Officers - to create a climate of openness, support and respect and to uphold the Council's values.	Constitution
	The standards of conduct and personal behaviour expected of Members and staff is set out in the Employee Code of Conduct, the Member Code of Conduct and in the protocol on Member/ Officer relations. An up-to-date register of Member and Officer Senior Officer Interests is maintained.	Employee Code of Conduct Register of Interests
	The council operates a joint standards committee to deal with member complaints. Independent persons are included in this committee in line with localism act guidance	Protocol on member/ officer relations Joint standards committee terms of reference
	The Council has put in place procedures for considering complaints so that members of the public can express dissatisfaction with Council services and their concerns can be monitored and addressed.	Complaints Procedure
	The Performance Governance and Audit Committee have within their terms of reference to review specific governance issues	Terms of Reference for Performance, Governance and Audit Committee
	The Council maintains a Whistleblowing policy to enable confidential reporting of suspected breaches of the Employee Code of Conduct or unethical behaviour. It also maintains a Prevention of Fraud and Corruption Policy. Both policies have recently been updated and circulated to senior managers.	Whistleblowing Policy Prevention of Fraud & Corruption Policy
	The Council's standing orders and financial regulations put in place processes designed	

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	to ensure that Members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders. The Council operates within the legal framework for local councils complying with its statutory duties and making the most of its powers to meet the needs of the District and its residents. The Council's Monitoring Officer is responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with. The Council ensures that Statutory Officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the Council. The Council has a clear Procurement Strategy designed to meet the Council's wider objectives and Contract Procedures Rules designed to deliver robust and fair procurement processes.	Constitution Financial Regulations Job Description for the Monitoring Officer Professional Qualifications and training Procurement Strategy
Principle B - Ensuring openness and comprehensive stakeholder engagement		
Sub principles	How does MDC achieve this	Supporting evidence
Openness Engaging comprehensively with Institutional stakeholders Engaging stakeholders effectively, including citizens and service users	The Council holds its meetings, and those of its committees in public unless there are good reasons for confidentiality. The public are allowed to ask questions at all Council and committee meetings. The Council records the deliberation of scrutiny committees and the reasons for Executive and Regulatory decisions and makes agenda papers and minutes available on the Council's website. The Council also records and publishes on the website written questions asked at Council meetings and their answers, and oral questions and answers where these are available. Officers use standard report templates for committee reports to help ensure that readers are provided with information that is accurate, complete and unbiased. Reports make clear the options available so that the implications of all decisions and strategic risks can be assessed before those decisions are made.	Committee agendas are published Agendas and Minutes of Committees Council Website Standard Committee Report Templates

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	Officer training is provided around these committee processes and how to bring forward an item for committee The Council has a network of Area Committees to ensure neighbourhood planning issues are considered in the Council's decision-making processes. The Council has put in place an annual resident and business survey, some of the responses from which are used to inform corporate outcome performance, as these are based on resident perception The council runs an annual staff satisfaction survey, and asks for feedback to help inform improvements to services.	Area Committee Terms of Reference Resident and business survey Staff survey
Principle C - Defining outcomes in terms of sustainable economic, social, and environmental benefits		
- Defining Outcomes - Sustainable economic, social and environmental benefits	The council has developed a corporate plan which runs from 2019-23 and sets out our corporate strategy Thematic strategies have been developed to identify how these corporate outcomes will be delivered. The themes of community, prosperity and place align to the economic, social and environmental areas. Quarterly corporate performance reporting has been put in place to monitor delivery of these outcomes, and is reported to Performance, Governance and Audit committee	Corporate plan Thematic strategies PGA performance reports
Principle D - Determining the interventions necessary to optimise the achievement of the intended outcome		
- Determining Interventions - Planning Interventions - Optimising achievement of intended outcomes	Thematic strategies have been developed to identify how these corporate outcomes will be delivered. These strategies also feed into the service plan for each of the Tier 2 managers across the organisation Employees are set SMART objectives that make the link back to their contribution of the corporate plan delivery. Common barriers and lessons learned around objective delivery are collated by Human Resources in an annual survey. SMART objectives are reset for employees every April and reviewed at least once per	Thematic strategies Service plans SMART objectives

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	quarter. Training for this process has been rolled out across the organisation Quarterly corporate performance reporting has been put in place to monitor delivery of the corporate plan outcomes, and is reported to Performance, Governance and Audit committee	PGA performance reports
Principle E - Developing the Council's capacity, including the capability of its leadership and the individuals within it		
- Developing the Council's capacity - Developing the capability of the entity's leadership and other individuals	The Council sets out a clear statement of the roles and responsibilities of Members and Council Officers in its Constitution. The scheme of delegation within the Constitution makes clear what matters are reserved for collective decision-making by full Council, and what is delegated to committee and to senior officers. A Member/Officer protocol is used to aid effective communication between Officers and Members and to clarify their respective roles and appropriate ways of working. The Council's Head of Paid Service, Director of Service Delivery is responsible and accountable to the authority for its operational management. When working in partnership the Council ensures that Members are clear about their roles and responsibilities, both individually and collectively, in relation to the partnerships and to the Council. Working group membership and outside body representation are reviewed and appointed as part of the Statutory Annual council The behaviour expected of staff and managers is set out in the Council's competency framework and this is used as the basis for staff performance appraisal as part of the SMART objective process. Staff joining the Council are offered an induction programme and their training and development needs are reviewed regularly through SMART objective setting.	Constitution Protocol on member/ officer relations Outside bodies and working groups paper- Statutory Annual council Core competencies and SMART objectives Induction training and probation reporting
Principle F - Managing risks and performance through robust internal control and strong public financial management		
- Managing Risk - Managing Performance	Maldon District Council has updated its risk management strategy following an internal audit for risk management, and to bring the policy in line with best practice Each service holds a risk register, and service risks are regularly discussed at senior	Risk Management Strategy

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• Robust Internal Control • Managing data • Strong public financial management	management meetings. If risks are high scoring or will have an impact on council delivery, these are escalated to the corporate risk register. The corporate risk register is reviewed and reported quarterly to the Performance, Governance and Audit Committee Performance measures have been updated to reflect the new corporate plan and are reported quarterly to performance, governance and audit committee. In line with the changes, we have provided specific training for the members of the Performance, Governance and Audit committee around the new data measures and reporting. Internally, a balance scorecard report is being produced to inform senior managers on performance areas associated with service delivery, to help inform and target resource The council employs a performance specialist, who ensures good practice and data management practices Maldon is part of the Essex-wide Policy and Performance Network group, who share best practice and future ideas around performance management We also have policies around good management of data including data protection and information security	PGA quarterly risk reports PGA quarterly performance reports Performance reporting training slides Draft balance scorecard Performance Specialist Job description EPPN terms of reference
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