

GUILDFORD BOROUGH COUNCIL

LOCAL CODE OF CORPORATE GOVERNANCE

Guildford Borough Council recognises the need to ensure that its affairs are managed in such a way as to achieve the highest standards of corporate governance. The Council has established structures, procedures, processes and a system of controls to ensure that the necessary standards of corporate governance are achieved and maintained.

The Council's arrangements for corporate governance are underpinned by the principles of openness and inclusiveness, integrity and accountability. Further, they are based on the following five areas:

1. Community Focus
2. Service Delivery
3. Structure and Processes
4. Risk Management and Internal Control
5. Standards of Conduct

These can be defined as:-

Community Focus

How the Council relates to and works with its communities and stakeholders in providing services to its customers.

Service Delivery

How the Council manages its resources to ensure that services are provided in a manner that represents best value, achieves its objectives, is sustainable and ensures continuous improvement in performance.

Structures and Processes

How the Council makes arrangements to govern decision-making and the exercise of authority within the organisation by both councillors and officers.

Risk Management and Internal Control

How the Council manages risk and maintains and reports on arrangements for the control, management and security of its assets and resources.

Standards of Conduct

How the Council ensures that the highest standards of integrity and behaviour are maintained by its councillors and officers in the performance of their duties.

Most of the arrangements are set out in the Council's Constitution and supporting policies and documentation. However, the Council also recognises that these arrangements must be kept up-to-date and, therefore, they will be kept under review to ensure that they remain appropriate.

Without proper monitoring, the effectiveness of the Council's corporate governance arrangements could be compromised. As a result, the Council will ensure that systems are in place to monitor compliance with the agreed processes and procedures.

Various officers have responsibility for different areas of the Council's corporate governance arrangements. Often, these responsibilities are established in the Council's Constitution.

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These responsibilities will change as the Constitution develops. However, overall responsibility for ensuring that the Council's corporate governance arrangements are followed and that they remain adequate lies with the Monitoring Officer.

Councillors will need to be assured that the activities of the Council are properly controlled and the Monitoring Officer will be responsible for providing the Standards and Audit Committee and Executive with an annual report detailing the standards achieved and any actions which will be required to improve these standards.

In addition, the Head of Corporate Development will review the performance of the Council against the local code and the standards laid down in the CIPFA/SOLACE framework and will advise on the adequacy and effectiveness of the local code and the extent of compliance with it as part of the annual report to the Standards and Audit Committee and Executive referred to above. The report will also incorporate the Council's Annual Statement of Internal Control in accordance with the Accounts and Audit Regulations 2003.