

DOCUMENTATION/FUNCTION - LOCAL CODE OF CORPORATE GOVERNANCE

IMPLEMENTATION				
Target Population		Public, Members, Managers, Employees		
Duty		To put in place a Local Code that demonstrates the Council's commitment to the core principles of good governance and outlines how that commitment will be met.		
Training Requirements		General awareness raising with staff and the public		
Lead Officer		Assistant Director – Finance and HR		
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Local Code adopted.	Original Local Code adopted in 2002	Council's commitment to good corporate governance demonstrated together with how that commitment will be met.	Assistant Director-Finance and HR
	Local Code covered at Officer/Member Induction and in ACADEMY 10 on-line training. Local Code module delivered as part of the Members Training and Development Programme.	On taking up post/seat Annually	Employees and Members aware and understand the requirements of the Local Code. Members aware and understand the requirements of the Local Code.	Assistant Director-Finance and HR Assistant Director-Finance and HR
	Area on the Intranet devoted to Corporate Governance.	Completed	Employees and Members aware and understand the requirements of the Local Code.	Assistant Director-Finance and HR
	Local Code available through the Constitution and on-line on the Council's website.	Completed	Public aware of the Council's commitment to good corporate governance and how this commitment will be met.	Assistant Director-Finance and HR
MONITORING (keeping it effective – recording when it happens)	Application and effectiveness of the Local Code monitored through a half-yearly report to the Audit Committee and publication of the Annual Governance Statement.	Half-yearly/ Annually	Application and effectiveness of the Local code reported to Members and the public.	Assistant Director-Finance and HR

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REVIEW (keeping it up to date)	Local code reviewed as and when necessary but as a minimum, annually as part of the review of the Council Constitution.	Annually	Local Code remains up to date and relevant.	Assistant Director- Finance and HR/ Assistant Director, Law and Governance
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