

Cheltenham Borough Council
Audit, Compliance & Governance Committee – 20 April 2022
Local Code of Corporate Governance

Accountable member:	Cllr Rowena Hay, Leader of the Council
Accountable officer:	Darren Knight, Executive Director - People & Change
Accountable scrutiny committee:	Audit, Compliance & Governance Committee
Ward(s) affected:	All
Key Decision:	No
Executive summary:	<p>The 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.</p> <p>In discharging this accountability, members and senior officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal.</p> <p>The council has adopted the Local Code of Corporate Governance to ensure that these arrangements are in place and effective. The Local Code of Corporate Governance has been reviewed and presented to the committee for consideration and approval.</p>
Recommendations:	<ol style="list-style-type: none"> 1. Consider and approve the Local Code of Corporate Governance 2. Following approval of the Code, the Council's Governance Manager reviews the Council's compliance through the Annual Governance Statement (AGS).

Financial implications	<p>None.</p> <p>Contact officer: Gemma Bell</p> <p>E-mail: gemma.bell@cheltenham.gov.uk</p> <p>Tel no: 01242 264365</p>
Legal implications	<p>None.</p> <p>Contact officer: One Legal</p> <p>E-mail: legal.services@tewkesbury.gov.uk</p> <p>Tel no: 01684 272012</p>

HR implications (including learning and organisational development)	None. Contact officer: Clare Jones E-mail: clare.jones@publicagroup.uk Tel no: 01242 264355
Key risks	As outlined in Appendix 1
Corporate and community plan Implications	None.
Environmental and climate change implications	None.

1. Background

- 1.1 Cheltenham Borough Council is committed to the principles of good corporate governance and confirms its ongoing commitment and intentions through the development, adoption, monitoring and maintenance of its code of corporate governance. The Council recognises that achieving high standards of corporate governance encourages stakeholders to have confidence in us and allows the Council to undertake its community leadership role.
- 1.2 The 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.
- 1.3 In discharging this accountability, members and senior officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal.
- 1.4 The Council has adopted the Local Code of Corporate Governance to ensure that these arrangements are in place and effective. The Code of Corporate Governance was last reviewed in 2020/2021. The Local Code of Corporate Governance has been reviewed and presented to the committee for consideration and approval.

2. Local Code of Corporate Governance:

- 2.1 The Council's Code of Corporate Governance is based upon the CIPFA/SOLACE publication entitled "*Delivering Good Governance in Local Government; Framework 2016 Edition*". This revised framework emphasises the importance of considering the long term and the links between governance and public financial management.
- 2.2 Appendix 2 is the Council's Local Code of Corporate Governance, which is to be reviewed and for approval by the Audit, Compliance & Governance Committee.

3. How the Local Code of Corporate Governance links to the Annual Governance Statement:

- 3.1 Local authorities are required to prepare a governance statement in order to report publicly on the extent to which they comply with their own code of governance on an annual basis, including how

they have monitored and evaluated the effectiveness of their governance arrangements in the year, and on any planned changes in the coming period. The process of preparing the governance statement should itself add value to the effectiveness of the governance and internal control framework.

- 3.2 The preparation and publication of an Annual Governance Statement in accordance with the framework fulfils the statutory requirement in England, Scotland, Northern Ireland and Wales for a local authority to conduct a review at least once in each financial year of the effectiveness of its system of internal control and to include a statement reporting on the review with its Statement of Accounts.
- 3.3 This report needs to be read in conjunction with the draft Annual Governance Statement for 2021/2022.

4. Monitoring:

- 4.1 Compliance with the Council's Code of Corporate Governance and any national guidance is carried out through an annual assurance test. The results of this test are monitored by the corporate governance group which is chaired by the Executive Director - People and Change and reported to the senior leadership team, the Audit, Governance and Compliance committee and council through the Annual Governance Statement. The Local Code of Corporate Governance will be reviewed periodically.

Report author:	Darren Knight, Executive Director - People & Change Tel: 01242 264387 e-mail address: darren.knight@cheltenham.gov.uk
Appendices:	1. Risk Assessment 2. Local Code of Corporate Governance
Background information:	Background reading available from CIPFA: https://www.cipfa.org/policy-and-guidance/publications/d/delivering-good-governance-in-local-government-guidance-notes-for-english-authorities-2016-edition

Risk Assessment – Corporate Governance 2021/22

Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible Officer	Transferred to risk register
1	The Council needs to have mechanisms in place to ensure good governance to ensure decision making is transparent, legally correct and ensuring value for money for the taxpayer.	Cabinet Member for Corporate Services	March 2022	5	1	5	Reduce	Local Code of Corporate Governance Risk Management Policy Corporate Governance Officer Group Annual Governance Statement The review of Governance by the Audit, Compliance & Governance Committee	Ongoing	ED People & Change	April 2022