CORPORATE GOVERNANCE CHECKLIST

Examples of Improvements made between May 2014 and May 2015

Improvements	Reference	Requirement
	Principle 1	**Focusing on the purpose of the authority and on outcomes for the community and create and implementing a vision for the local area**
• Council Plan completely reviewed and incorporates vision, values, objectives and priorities of the Council to 2020. There is also an action plan in place (Feb 2015)	1.1.1	Develop and promote the authority's purpose and vision
	Principle 2	**Members and officers working together to achieve a common purpose with clearly defined functions and roles**
• Amendments to Constitution made (including the Officers Scheme of Delegation) (May 2015)	2.1.1	Set out a clear statement of the respective roles and responsibilities of the Executive and of the Executive's Members individually and the authority's approach towards putting this into practice
• Review of FPR, CPR and PPR (July 2014)	2.2.1	Determine a scheme of delegation and reserve powers within the constitution, including a formal schedule of those matters specifically reserved for collective decision of the authority taking account of relevant legislation and ensure that it is monitored and updated when required

Improvements	Reference	Requirement
• Job families reviewed. Job evaluation process streamlined to make better use of job benchmarking and provide a faster turnaround (Feb 2015)	2.3.2	Set out the terms and conditions for remuneration of Members and officers and an effective structure for managing the process including an effective remuneration panel
	Principle 3	**Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**
• Training for Members on Code of Conduct carried out (June 2014) • Officers Code of Conduct reviewed and updated (April 2015)	3.1.1	Ensure that the authority's leadership sets a tone for the organisation by creating a climate of openness, support and respect
• Counter Fraud Policy and Strategy updated to reflect the recently published Code of Practice (Mar 2015) • Refresh of Fraud and Loss Risk Assessment and action plan (Mar 2015) • Fraud Prosecution Policy prepared and approved by Audit Committee (Mar 2015) • Further development of the intranet for staff information (Oct 2014) • Members seminar on the register of interests provided (May 2015)	3.1.2	Ensure that standards of conduct and personal behaviour expected of Members and staff, of work between Members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols
• Refreshed e learning packages for Information Management (Apr 2015) • Staff engagement toolkit in place on Employment Support intranet site (Sept 2014)	3.2.1	Develop and maintain shared values including leadership values both for the organisation and staff reflecting public expectations and communicate these with Members, staff, the community and partners

Improvements	Reference	Requirement
• On line learning packages reviewed, updated and developed; together with watch and go videos on key management issues (June 2014)	3.2.2	Put in place arrangements to ensure that procedures and operations are designed in conformity with the appropriate ethical standards, and monitor their continuing effectiveness in practice
	Principle 4	**Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**
• Risk Management Policy and Strategy reviewed and updated in line with best practice (Apr 2015)	4.3.1	Ensure that risk management is embedded into the culture of the authority, with Members and managers at all levels recognising that risk management is part of their job
	Principle 5	**Developing the capacity and capability of members and officers to be effective**
• On line learning packages reviewed, updated and developed; together with watch and go videos on key management issues (June 2014) • 2020 Workforce Plan and Training Plan in place (June 2014) • Production and sign off of the Procurement Strategy and associated action plan (Dec 2014)	5.1.1	Provide induction programmes tailored to individual needs and opportunities for Members and officers to update their knowledge on a regular basis

Improvements	Reference	Requirement
• Progress report on staff mandatory learning available for managers on Insight (Feb 2015) • Further development of MMD (Sept 2014)	5.1.2	Ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority.
• None	**Principle 6**	**Engaging with local people and other stakeholders to ensure robust public accountability**

Examples of Improvements to be made between June 2015 and April 2016

Improvements	Reference	Requirement
• None	**Principle 1**	**Focusing on the purpose of the authority and on outcomes for the community and create and implementing a vision for the local area**
	Principle 2	**Members and officers working together to achieve a common purpose with clearly defined functions and roles**
• Carry out Stage 2 of the in depth review of the Constitution (BK – Dec 2015) • New Leader and changes to the Executive – ensure regular Executive Member/Officer liaison (BK – Mar 2016)	2.1.1	Set out a clear statement of the respective roles and responsibilities of the Executive and of the Executive's Members individually and the authority's approach towards putting this into practice
• Carry out transitional arrangements as part of the implementation of the 2020 Finance Programme (GF – Mar 2016)	2.2	Ensuring that a constructive working relationship exists between elected Members and officers and that the responsibilities of authority Members and officers are carried out to a high standard
• Create common list of job families (JB - Mar 2016)	2.3.2	Set out the terms and conditions for remuneration of Members and officers and an effective structure for managing the process including an effective remuneration panel

Improvements	Reference	Requirement
• Review of the Community Engagement Guidance and Toolkit (NI Mar 2016)	2.3.4	Ensure that the organisation's vision, strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated
	Principle 3	**Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**
• Amalgamate Whistleblowing Policy for schools into main Whistleblowing Policy (MT - Mar 2016) • Undertake publicity campaign to raise awareness of Whistleblowing Policy (MT - Mar 2016) • Further data security compliance audits to be undertaken (ongoing) • Further development of the intranet in relation to searching for policies and guidance and review and update of policies and guidance (JB – Mar 2016) • Review and implement an electronic Officer register of interests (BK – Dec 2015) • Develop and implement Officers electronic decision making training package (BK – Dec 2015)	3.1.2	Ensure that standards of conduct and personal behaviour expected of Members and staff, of work between Members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols
• None	**Principle 4**	**Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

Improvements	Reference	Requirement
	Principle 5	**Developing the capacity and capability of members and officers to be effective**
• Development of the 2020 Organisational Development Theme on intranet (JB – Dec 2015)	5.1.1	Provide induction programmes tailored to individual needs and opportunities for Members and officers to update their knowledge on a regular basis
• Further review of appraisals and MyView including Behaviour and Skills framework • Rationalisation of flexible working (incl Tech and Change, Org Devlpmt and Property (JB – Mar 2016)	5.1.2	Ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority.
	Principle 6	**Engaging with local people and other stakeholders to ensure robust public accountability**
• Review of Authority's approach to volunteering linked to Stronger Communities initiative (JB – Mar 2016)	6.2.5	Ensure that the authority as a whole is open and accessible to the community, service users and its staff and ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.