

LITTLEHAMPTON TOWN COUNCIL

Code of Corporate Governance

1. PRINCIPLES

Littlehampton Town Council embraces the CIPFA/SOLACE (Chartered Institute of Public Finance and Accountancy/Society of Local Authority Chief Executives) six principles of corporate governance, as set out below. Littlehampton Town Council will:

- (1) Focus on the purpose of the Council and on outcomes for the community and create and implement a vision for the local area.
- (2) Members and officers will work together to achieve a common purpose with clearly defined functions and roles.
- (3) Promote the values for the Council and demonstrate the values of good governance through upholding high standards of conduct and behaviour.
- (4) Take informed and transparent decisions which will be subject to effective scrutiny and manage risk.
- (5) Develop the capacity and capability of Members and officers to be effective.
- (6) Engage with local people and other stakeholders to ensure robust accountability.

2. ARRANGEMENTS

To ensure the implementation of these principles the Town Council will make the following governance arrangements (which shall be monitored by the Audit and Governance Committee). Littlehampton Town Council will:

- (i) Identify and communicate the Council's vision of its purpose and intended outcomes for citizens and service users.
- (ii) Review the Council's vision and its implication for the Council's governance arrangements.
- (iii) Measure the quality of services for users, for ensuring they are delivered in accordance with the Council's objectives and for ensuring that they represent the best use of resources.
- (iv) Define and document the roles and responsibilities of the Member and officer functions with clear delegation arrangements.
- (v) Have protocols for effective communication.
- (vi) Develop, communicate an embedded code of conduct defining the standards of behaviour for Members and staff.
- (vii) Review and update Standing Orders and Financial Regulations, a scheme of delegation and supporting procedures, notes/manuals which clearly define how decisions are taken and the processes and controls required to manage risk.
- (viii) Undertake the core functions of an Audit Committee as identified in CIPFA's "*Audit Committees – Practical Guidance for Local Authorities*".
- (ix) Ensure compliance with relevant rules and regulations, internal policies and procedures and that expenditure is lawful.

- (x) Have a Policy for Whistle Blowing and for receiving and investigating complaints from the public.
- (xi) Identify the development needs of Members and senior officers in relation to their strategic roles, supported by appropriate training.
- (xii) Establish clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation.
- (xiii) Incorporate good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on Governance of Partnerships and reflecting these in the Council's overall governance arrangements.