

# Appendix 1

## Wiltshire Council Code of Corporate Governance

1. Wiltshire Council is committed to deliver high quality services to Wiltshire residents. One of the ways it can ensure it meets that commitment is by adopting sound corporate governance. Corporate governance is about ensuring that we are doing the right things, in the right way, for the right people in an honest, open and accountable manner. It includes promotion of the right attitudes to governance, as well as the systems and processes for the direction and control of the Council and the ways in which we account to, engage with, and lead the communities of Wiltshire.
2. This Code of Corporate Governance underpins good governance by providing a framework for ensuring sound decision making supported by effective processes. The Code is based on the CIPFA/SOLACE framework “Delivering Good Governance in Local Government”.
3. Every year the Chief Executive and the Leader of the Council are required to sign an Annual Governance Statement to the effect that:
  - a Code of Corporate Governance has been adopted;
  - a Corporate Governance Framework is in place;
  - the framework has been reviewed and is operating effectively;
  - action is being taken to address any weaknesses identified from the review of the Corporate Governance Framework.
4. In order to ensure that the Annual Governance Statement is evidence-based and effective, the Council has established a steering group of officers with responsibility for oversight of compliance with this Code - the Corporate Assurance Steering Group.
5. The remit of the Corporate Assurance Steering Group is to:
  - consider the extent to which the Council complies with the principles and elements of good governance set out in this Code;
  - identify systems, processes and documentation that provide evidence of compliance;

- identify the individuals and committees responsible for monitoring and reviewing the systems, processes and documentation identified;
- identify the issues that have not been addressed in the Council and consider how they should be addressed;
- identify the individuals who would be responsible for undertaking the actions that are required;
- prepare and publish the Council's Annual Governance Statement.

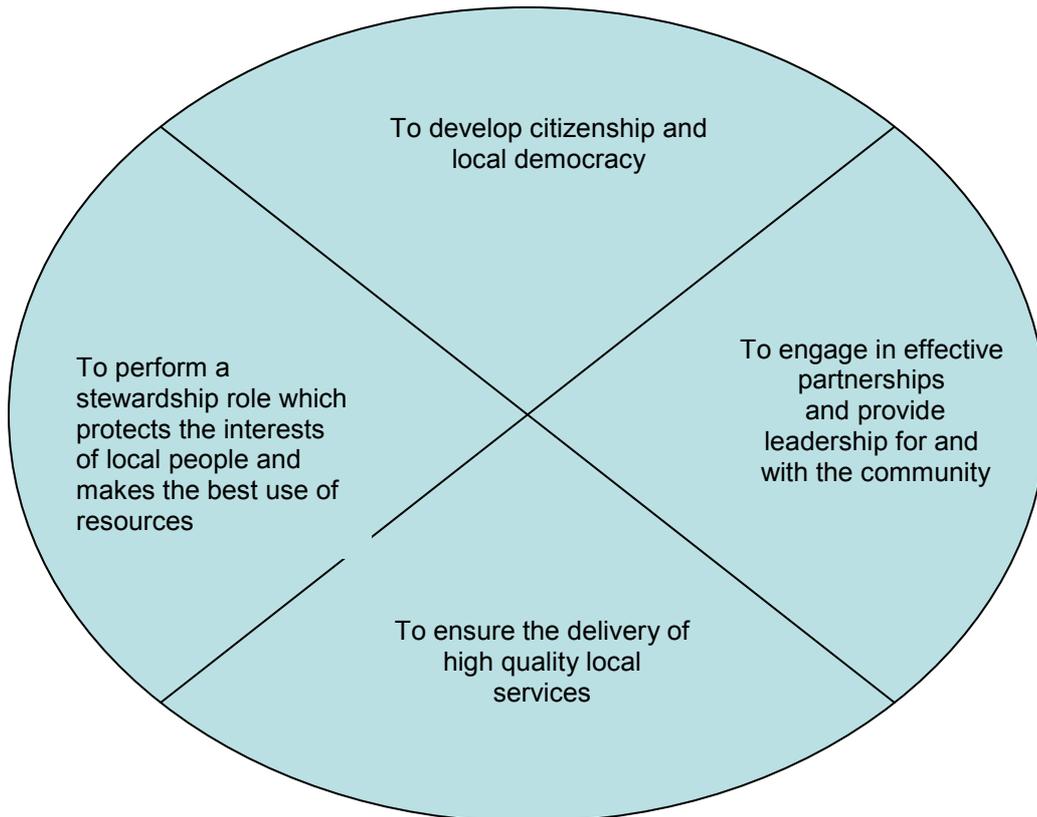
The Steering Group reports to the Council's Audit Committee.

6. The Council is committed to delivering on 6 key principles of corporate governance. These are:

- **focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area; engaging with local people and other stakeholders to ensure robust public accountability;**
- **ensuring that members and officers work together to achieve a common purpose with clearly defined functions and roles;**
- **promoting high standards of conduct and behaviour, and establishing and articulating the Council's values to members, staff, the public and other stakeholders;**
- **taking informed, risk based and transparent decisions which are subject to effective scrutiny;**
- **developing the capacity of members and officers to be effective in their roles;**
- **engaging with local people and other stakeholders to ensure robust public accountability;**

7. Each of these principles gives rise to a number of requirements, which in turn translate into a range of actions and sources of evidence of the effectiveness of the principles. The principles are supplemented by a range of internal controls, checks and balances which, as a whole, form the Council's Assurance Framework.

8. The Assurance Framework is the working document that provides an evidence-based source of information about the efficacy of this Code of Corporate Governance, and forms a regularly updated appendix to the Code. It identifies the key assurance systems and processes, states how compliance with each of those requirements can be evidenced, and assigns accountability for each element to a named officer. In this way, the framework is open, transparent and accountable. The framework draws together the overarching responsibilities of the Council, which are:



9. This Code of Corporate Governance and the supporting Assurance Framework will, together, provide a sound basis to enable the Council to draw together the many strands of assurance required by a large and complex authority into a coherent, accessible and transparent governance plan.