

WESTFIELD PARISH COUNCIL
CODE OF CORPORATE GOVERNANCE

Introduction

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. In discharging this accountability, councillors 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. To this end, the Council has adopted this Code of Corporate Governance.

The Council seeks to ensure that the following principles underpin the operation of the Council in working for the people of Westfield:

- openness and inclusivity
- accountability
- integrity

The Council, in carrying out its business, seeks to aspire to the standards and aspirations set out below

Community Focus

The Council in the exercise of its powers and duties will always seek to:

- work for and with local communities;
- exercise leadership;
- promote the wellbeing of the area, where appropriate.

The Council maintains effective arrangements:

- for explicit accountability to stakeholders for the authority's performance and its effectiveness in the delivery of services and the sustainable use of resources;
- to demonstrate integrity in the authority's dealings in building effective relationships and partnerships with other public agencies and the private/voluntary sectors to demonstrate openness in all their dealings;
- to demonstrate inclusivity by communicating and engaging with all sections of the community to encourage active participation.

Service Delivery Arrangements

The Council strives to achieve continuous improvement in all its services, and agreed policies are implemented and decisions carried out by maintaining arrangements which:

- discharge the Council's accountability for service delivery at a local level;
- demonstrate integrity in dealing with service users and developing partnerships to ensure the appropriate provision of services locally;
- demonstrate openness and inclusivity through consulting with key stakeholders, including service users;

- are flexible so that they can be kept up to date and adapted to accommodate change and meet user wishes.

Structures and Processes

The Council maintains effective democratic and managerial structures and processes to govern decision-making and the exercise of authority within the organisation and will:

- define the roles and responsibilities of councillors and officers to ensure accountability, clarity and good ordering of the Council's business;
- ensure that there is proper scrutiny and review of all aspects of performance and effectiveness.

Risk Management and Internal Control

The Council maintains a systematic strategy, framework and processes for managing risk which will demonstrate integrity by being based on robust systems for identifying, profiling, controlling and monitoring all significant risks.

Standards of Conduct

The Council believes that openness, integrity and accountability of individuals within the Council form the cornerstone of effective corporate governance and that the reputation of the Council depends on the standards of behaviour of everyone in it, whether members, employees or agents contracted to it.

Review History	To be reviewed annually
Reviewed by Finance and Personnel	18/03/15
Agreed by Council	7/4/15
Reviewed by Finance and Personnel	23/3/16
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Finance and Personnel	22/3/17
Reviewed by Parish Council	06/04/2017 and 2/5/17
Reviewed by Finance and Personnel	21/3/2018
Agreed by Parish Council	3/4/18
Reviewed by Finance and Personnel	20/03/19
Agreed by Parish Council	01/04/2019
Reviewed by Finance and Personnel	18/03/2020
Agreed by Parish Council	04/05/2020
Reviewed by Finance and Personnel	17/03/2021
Agreed by Parish Council	07/06/2021
Reviewed by Finance and Personnel	20 th April 2022
Agreed by Parish Council	6 th June 2022
Agreed by Parish Council	15 th May 2023
Agreed by Parish Council	7 th May 2024
Next review	May 2025

This Code of Corporate Governance is consistent with the principles and requirements in the publication *Corporate Governance in Local Government: A Keystone for Community Governance (CIPFA) - 2001*.