



Local Code of Corporate Governance 2023-24

Achieving intended outcomes,
while acting in the public interest
at all times

Basildon Borough Council

Basildon Centre

01268 533 333

St Martins Square

www.basildon.gov.uk

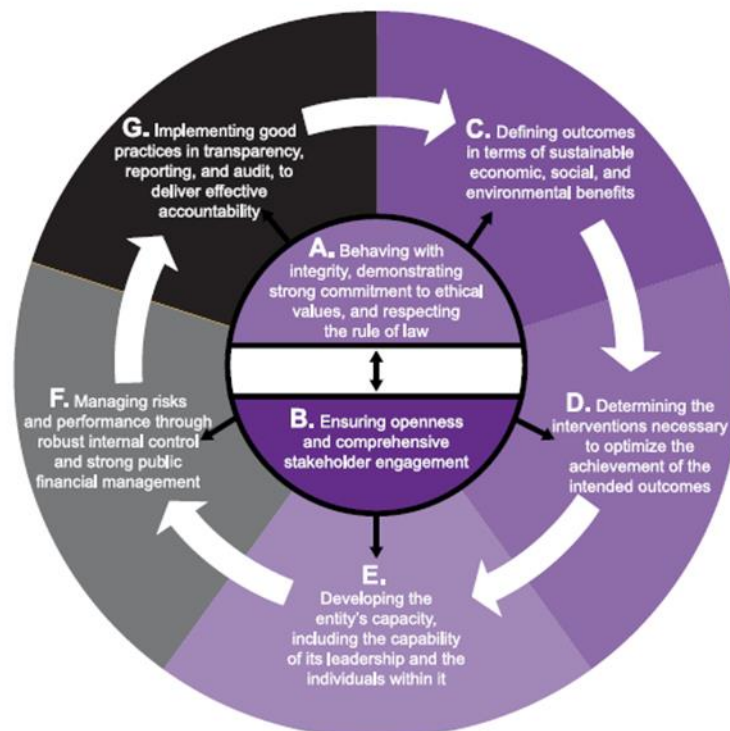
Basildon

SS14 1DL

1 Introduction to Delivering Good Governance

- 1.1 The council is committed to ensuring good governance principles and management practices are adopted in all business activities to ensure public trust. This Local Code of Governance provides a public statement that sets out the way in which the council will meet and demonstrate that commitment. It includes the political arrangements, administrative systems, policies, and processes as well as the culture and values that underpin arrangements for the effective:
- Allocation of resources in accordance with agreed policies and priorities.
 - Sound, transparent, and inclusive decision making.
 - Management of the organisation, performance, and accountability for the use of those resources to achieve desired outcomes for service users and communities.
- 1.2 *Delivering Good Governance in Local Government; Framework*, published by CIPFA, provides guidance on the standards for local authority governance in the UK. This Framework sets out seven core principles of governance as detailed in the diagram below, and illustrates that good governance is dynamic and involves continuous evaluation and review
- 1.3 Basildon Borough Council has adopted these principles of good governance and adapted its Local Code to reflect its responsibilities. This is demonstrated through the adoption, monitoring, and continued development of this document.

Achieving the Intended Outcomes While Acting in the Public Interest at all Times



- 1.4 The council's key governance areas and how it will provide assurance that it is complying with these are set out in more detail within its Governance Assurance Framework.
- 1.5 The council recognises that establishing and maintaining a culture of good governance is as important as putting in place a framework of policies and procedures. The council expects Members and officers to uphold

the highest standards of ethics, conduct and behaviour, and to act with openness, integrity, and accountability in carrying out their duties.

- 1.6 This Code ensures the council is doing the right things, in the right way. Further information regarding each of the above principles and the behaviours and actions that demonstrate good governance in practice are detailed at **Appendix A**.
- 1.7 Similar and proportionate oversight and assurance reporting arrangements should also be put in place in respect of services outsourced to external suppliers, trading partnerships, shared service arrangements and arm's length bodies.

2 Monitoring and review

- 2.1 Regulation 6(1)(a) of the Accounts and Audit regulations 2015 (as amended) require an authority to conduct a review at least once a year of the effectiveness of its systems of internal control and include a statement reporting on the review with any published statement of Accounts. This is known as an Annual Governance Statement.
- 2.2 As such the council will monitor its governance arrangements for their effectiveness in practice and will review them on a continuing basis to ensure that they are up to date and working effectively. The council's Governance Assurance Framework sets out in more detail how the council will seek assurance on its adherence to the adopted principles of governance.
- 2.3 On an annual basis, the Chief Executive and Leader of the Council will publish an Annual Governance Statement which will:
 - Assess how the council has complied with this Code of Corporate Governance.
 - Provide an opinion on the effectiveness of the council's arrangements.
 - Provide details of how continual improvement in the systems of governance will be achieved.

3 Certification

- 3.1 We hereby certify our commitment to this Local Code of Corporate Governance and will ensure that the council continues to review, evaluate, and develop the council's governance arrangements to ensure continuous improvement of the council's systems.



Leader of the Council

Date: 29 June 2023



Chief Executive

Date: 29 June 2023

4 Governance Structure and Responsibilities

The Council	<ul style="list-style-type: none"> - Consists of 42 Elected Members - Approves the budget and policy framework - Approves the Constitution (including Standing Orders and Financial Regulations) - Establishes committees to discharge non-executive functions
Cabinet	<ul style="list-style-type: none"> - The main decision-making body of the Council responsible for executive functions - Leader of the Council appointed by the Council with responsibility for executive functions and who appoints a Deputy Leader and Cabinet Members with responsibility for particular portfolios.
Audit and Risk Committee	<ul style="list-style-type: none"> - Provides independent assurance to the Council on the adequacy and effectiveness of the governance arrangements, risk management framework and internal control environment. - Approves the Local Code of Corporate Governance, Annual Statement of Accounts and Annual Governance Statement.
Scrutiny Committees	<ul style="list-style-type: none"> - There are 4 Scrutiny Committees aligned to the Council's corporate priorities. - They hold Cabinet and Officers to account and scrutinise performance
Head of Paid Service	<ul style="list-style-type: none"> - Overall corporate management and operational responsibility for the council (inc. overall management responsibility for all employees) - The provision of professional advice to all parties in the decision-making process and, responsibility for a system of record keeping for all the council's decisions, representing the council on partnerships and external bodies - The Head of Paid Service will determine how the council's functions are discharged, the number and grade of Officers required to discharge the functions and how Officers are organised into an overall Officer
Chief Finance Officer (s151)	<ul style="list-style-type: none"> - Accountable for developing and maintaining the council's governance, risks, and control framework - Ensuring lawfulness and financial prudence of decision making and the administration of financial affairs - Providing advice to all Councillors on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues, and will support and advise Councillors and Officers in their respective roles - Contributes to the effective corporate management and governance of the council
Monitoring Officer	<ul style="list-style-type: none"> - Monitoring, reviewing, and maintaining the Constitution - Ensuring lawfulness and fairness of decision making - Supporting Joint Standards Committee and conducting investigations and undertaking other actions in respect of matters referred to him/her by the Joint Standards Committee - Proper Officer for access to information - Advising whether decisions are within the budget and policy framework - Providing advice to all Councillors on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues - Contributes to the effective corporate management and governance of the council - Contributes to all the effective corporate management and governance of the council
Chief Audit Executive	<ul style="list-style-type: none"> - Provides independent assurance and opinion on the adequacy and effectiveness of the council's risk management and control framework - Through the internal audit service delivers an annual programme of risk based activity, including counter fraud and investigation activity and makes recommendations for the improvement in the management of risk and control
Senior Leadership Team	<ul style="list-style-type: none"> - Implements the policy and budgetary framework set by the Council and provides advice to Cabinet and the Council on the development of future policy and budgetary issues. - Oversees the delivery of the Council's Corporate Plan and implementation of Council policy.
Heads of Service & Service Managers	<ul style="list-style-type: none"> - Responsible for developing, maintaining and implementing the Council's governance, risk and control framework. - Contribute to the effective corporate management and governance of the Council.

APPENDIX A Principles, behaviours and actions that demonstrate good governance in practice at Basildon

Basildon Borough Council's Local Code is based on the following principles which we are working towards with the overall aim of 'Achieving the intended outcomes while acting in the public interest at all times'

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
<p>A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of the law</p>	<p>A1 - Behaving with integrity</p> <p>A2 - Demonstrating strong commitment to ethical values</p> <p>A3 - Respecting the rule of law</p>	<p>The Council('s):</p> <ul style="list-style-type: none"> ❖ Constitution, Policy Framework and HR Policies creates the conditions to enable Members and Officers to demonstrate a strong commitment to the rule of the law, and adhere to relevant laws and regulations, allowing them to utilise powers for the benefit of the community. ❖ Constitution outlines the roles and responsibilities of Members and Statutory Officers (Head of Paid Services, Monitoring Officer, and Section 151 Officer) in line with legislative and regulatory requirements. ❖ Ethical Framework (Code of Conduct, Declarations of Interests and Gifts and Hospitality) is built on the Seven Principles of Public Life and sets out the standards of behaviour, conduct and values the council expects of its Members, Officers and those who work with the council. This together with promoting the framework ensures that high standards of conduct are maintained and where appropriate safeguards are put in place, and action is taken where breaches occur. The Code of Conduct is included in Member and Officer inductions. <ul style="list-style-type: none"> ○ Organisational values of Integrity, Collaboration and Commitment are communicated through the Corporate Plan and its supporting policies and procedures. ❖ Policy Framework identifies the key policies and strategies that ensure effective delivery of the Council's Corporate Plan, ensuring compliance with statutory duties/responsibilities. <ul style="list-style-type: none"> ○ Policy and strategy guidance ensures that the policy development process gives due consideration to key aspects such as sustainable economic social and environmental benefits and the long-term view. ○ Council policies are considered and approved by Members. ❖ Effective procurement arrangements are embedded to enable the council to demonstrate good practice, ethical values, compliance with legislation, realise value for money and public accountability. ❖ Robust Audit and Counter Fraud procedures ensures corruption and misuse of power are dealt with effectively. ❖ Whistleblowing Policy demonstrates our commitment to review / investigate matters that may compromise the council's values or integrity. ❖ Corporate training and induction programme ensures that Members are offered, and Officers receive appropriate training to assist them in effectively executing their duties and understand the standards of behaviour expected of them. ❖ The council produces an annual report on the training available for members for the coming year, and levels of attendance at each session. ❖ Decision making processes ensures that Legal and ethical implications are fully considered. ❖ Company structures maximise opportunities and effectively manage risk. 	<ul style="list-style-type: none"> ❖ The council's Constitution is updated annually (May 2022) to ensure that it remains compliant with legislative requirements and is fit for purpose. ❖ Policy team makes sure methodology and templates are followed ensuring compliance to guidance and complete a sense check of the policy to ensure they link to relevant legislation or statutory responsibility. Policies are reviewed on a regular basis to ensure they remain appropriate (every 2 years as default). Policies are approved by Cabinet or the Senior Leadership team. Internal audit review the effectiveness and implementation of policy. ❖ The council has a Joint Standards Committee which includes conduct hearings and receiving referrals from the Monitoring Officer into allegations of misconduct. ❖ Register of interests for Members are maintained and published on the Council's website via the Your Councillors page, and an annual report is taken to the Joint Standards committee. ❖ Member's declarations at meetings are included in minutes which are published to demonstrate openness and transparency. ❖ The Declarations of Interest register is assigned to the Committee and Member Services Manager and is reviewed every six months. A reminder is issued every 6 months and once updated Member's declarations are published on the council's website, and Officers declarations are sent to the relevant Director. ❖ Members and Officers Gifts and Hospitality register is reviewed whenever additions are made (so it is ongoing). A reminder is sent out to Members at the start of the municipal year and again at 6 months to remind them of their obligation to complete their register of interests and to declare and gifts or hospitality. ❖ The Council has in place Corporate Plan deliverables which set out the activities to be undertaken to deliver the Corporate Plan ambitions. This is refreshed annually and are monitored by Delivery Boards and the SLT Governance and Performance Board and reported quarterly to the Scrutiny Committee. ❖ The Corporate Plan Deliverables have key performance measures, which monitor delivery/performance against the Corporate Plan. These are monitored by the SLT Governance and Performance Board and reported quarterly to the Scrutiny Committee. ❖ The council regularly reviews its performance of contractor to ensure that the Council is receiving optimum value for money and performance against contracts and that they are receiving the services and goods to the standard they have agreed to pay for. Regular meetings are held with contract managers to review and challenge performance. ❖ The council completes the self-assessment against Fighting Fraud & Corruption Checklist. The findings were presented to the Audit and Risk Committee on the 7th of December 2021 and an action plan was set up to address areas for improvement. ❖ HR maintain a learning and development programme for Officers which includes mandatory training and refresher training where required, attendance is monitored by managers. ❖ All Member reports are circulated to key officers (i.e., Risk, Finance, and Legal) prior to publication to ensure all relevant information is provided to enable transparent decision making. ❖ Formal business case and company business plans have been developed and final

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
			<p>approval is achieved through relevant Cabinet and other committees, ensuring legal, financial, and constitutional compliance.</p> <ul style="list-style-type: none"> ❖ Sempra business plan was last agreed by the Housing and Estate Renewal Committee in Q3 2020. ❖ Regular reports to the shareholder covering all relevant matters including financial position. ❖ All Directors received training on their legal roles and responsibilities in November 2020, both as company directors and also in relation to companies generally. Annual training sessions held for the Directors and the Member Director. ❖ Companies are subject to external audit and all received unqualified opinions on their year ended 31 March 2022 accounts. ❖ Appropriate professional advice is taken when forming or acquiring companies. ❖ Appropriate advice was taken on the structure of the group.
<p>B. Ensuring openness and comprehensive stakeholder engagement</p>	<p>B1 - Openness</p> <p>B2 - Engaging comprehensively with institutional stakeholders</p> <p>B3 - Engaging with individual citizens and service users effectively</p>	<p>The council('s):</p> <ul style="list-style-type: none"> ❖ Has adopted a Scheme of Delegation with the intention of giving a clear transparent, effective, and accountable decision-making process. ❖ Will effectively evidence and record all decisions made in connection with the discharge of its functions and publish those appropriately. <ul style="list-style-type: none"> ○ This is achieved through the adoption of a standard reporting format in relation to cabinet reports, Senior Management reports and ODRs which ensures all relevant information is provided to enable transparent decision making. ○ The award of contracts is appropriately documented and the council will maintain and publish a Contracts register. ○ All payments to suppliers over £500 are published on a monthly basis. ❖ Wishes to retain the ability to work in an agile manner using a range of partnership delivery models to ensure outcomes are achieved in the most efficient and effective ways possible. <ul style="list-style-type: none"> ○ Partnership framework will ensure that there is clarity around what constitutes appropriate governance for different types of partnership working. This, in turn, will ensure accountability, both in terms of achieving outcomes, but also in terms of corporate governance and managing risks. ❖ Is committed to engaging with the community and other stakeholders on key matters affecting the council and local communities. Our Consultation & Engagement Policy defines the types of issues it will consult and engage on, how this will be undertaken and how we will utilise the feedback received. <ul style="list-style-type: none"> ○ A survey with residents will be completed every two years so that we can access an up-to-date summary of the view of citizens on the Borough, their neighbourhood, and the delivery of public services. ○ Will use various forums and groups to consult / involve communities and service users (formal and informal) to obtain their views and experiences to help determine the most appropriate and effective interventions or course of action. ○ Communications Strategy sets out the plan for improving communications across the council with employees, partners, residents, and other stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear. ○ Encourages, collects, and evaluates the views and experiences of communities, citizens, service users and organisations of different backgrounds through groups such as the Basildon Community Diversity Council and the Basildon Disability Partnership Board and other community groups. ❖ Recognises and values the diversity of our communities and our workforce. We are committed to providing inclusive services that meet the needs of all our service users and to ensuring that we are an inclusive employer. <ul style="list-style-type: none"> ○ This is supported by our Inclusion & Diversity Policy and Strategy and Connected Communities Policy and Strategy. 	<ul style="list-style-type: none"> ❖ The council's Scheme of Delegation database forms part of the Constitution and is reviewed at least annually in the light of legal and organisational changes (May 2022). ❖ Agendas, reports, decision records and minutes are published on the council's website. ❖ Council meetings are open to the public unless in the case of exempt items. ❖ Live webcasts and video recordings of Basildon Council meetings are available on the council's website. ❖ Cabinet work programmes are produced and published so that it is clear what decisions are to be taken. ❖ Contract register is reviewed at least annually and made available on the Council's website (December 2022) https://www.basildon.gov.uk/article/5465/Open-Data-Procurement-Information. ❖ The council has developed a new partnership framework to support formation and operation where partnership arrangements are considered necessary to help the council deliver its corporate ambitions. ❖ Resident survey (tracker survey) was undertaken in May 2021 and reported to the Senior Leadership team in August. ❖ The council has undertaken various consultation exercises with the public on matters such as the Local Plan, Waste Strategy, Climate Change and budget consultation. ❖ Equality Impact Assessments are completed for new and revised policies, projects and service changes and all cabinet reports include consideration to Diversity, Inclusion & Community Cohesions implications.

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
C. Defining outcomes in terms of sustainable economic, social, and environmental benefits	C1 - Defining outcomes C2 - Sustainable economic, social, and environmental benefits	The Council('s): <ul style="list-style-type: none"> ❖ Maintains a Corporate Plan which is supported by a Corporate Programme of delivery and individual Service Plans which outlines its ambitions and promises to our residents and shows how the Council will use its resources to deliver these. Outcome based approach to service planning and performance management. ❖ Seek to adopt a Local Plan by 2027 to run to 2042. ❖ Will work as part of the Association of South Essex Local Authorities (ASELA) to deliver improved prosperity across the South Essex Region and improve the wellbeing, aspirations and opportunities for its residents by working together to tackling problems that we can't solve individually and provide leadership to promote South Essex as a place to live, work and enjoy. 	<ul style="list-style-type: none"> ❖ The council has published its Corporate Plan 2023-27 which outlines its ambitions and promises to our residents and shows how the council will use its resources to deliver these. ❖ The council will be reliant on an ageing development plan document from 1998 which may not contain the most up to date planning policies, this will impact key corporate initiatives around climate change, biodiversity, and infrastructure. There is an Annual Governance Statement action to monitor progress until adoption that is regularly reviewed by SLT and the A&R Committee. ❖ The Leader of the Council and Chief Executive are core members of the ASELA Joint Committee which is the formal governing body for the ASELA Programme. ❖ The Chief Executive is Chief Executive Chair ASELA providing chairmanship to the monthly Chief Executives group. ❖ The Chief Executive is the Lead Chief Executive for the Skills, Economy, and Jobs work stream on behalf of ASELA and the Leader is the sponsor for Environment and Climate Change.
D. Determining the interventions necessary to optimise the achievement of the intended outcomes	D1 - Determining interventions D2 - Planning interventions D3 - Optimising achievement of intended outcomes	The council('s): <ul style="list-style-type: none"> ❖ Planning and control cycles cover strategic and operational plans, ensuring that key priorities/outcomes are identified, and delivery plans are in place to achieve the desired outcomes. ❖ Ensures that it forward plans key decisions and reports to allow for effective scrutiny and challenge. ❖ Decision Making Guide and templates for reports ensures that all relevant implications are considered to affectively achieve the intended objectives and outcomes, and that there is a rigorous analysis of the options available. ❖ Key support services are default reviewers for any cabinet reports where a decision is required to be taken, thus ensuring that relevant implications have been considered. ❖ Consultation & Engagement policy sets out the Council's commitment to consider feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available. ❖ Comments, Compliments and Complaints Policy recognises that customer feedback is a valuable resource for improving the experiences of customers and shaping the design and delivery of our services. ❖ Business Continuity framework ensures the resilience of the organisation to any eventuality and to help ensure continuity of service to its key customers. Emergency Planning processes are in place to allow a response to an external incident as part of the Authorities duties under the Civil Contingencies Act 2004. 	<ul style="list-style-type: none"> ❖ The council has programme delivery boards and working groups that oversee key programmes and projects with minutes to evidence any decisions/actions. ❖ Cabinet work programmes are produced and published so that it is clear what decisions are to be taken. ❖ All Cabinet reports, Project Briefs and Business Cases are circulated to key officers (i.e. Risk, Finance, Legal) to ensure all relevant information is provided to enable transparent decision making. ❖ The Complaints, Compliments and Comments Policy 2020-2023 was approved by the Policy and Resources Committee on 28 May 2020. Reports on the number and type of Complaints, Compliments and Comments are taken to the Performance and Governance Board quarterly. ❖ The Council regularly undertakes a robust check and challenge exercise with each service to review the effectiveness of responses to both internal and external incidents. There is a plan of reviews to evidence that this is completed.
E. Developing the entity's capacity, including the capability of its leadership and the individuals within it	E1 - Developing the entity's capacity E2 - Developing the capability of the entity's leadership and other individuals	The Council('s): <ul style="list-style-type: none"> ❖ Leader and Chief Executive have clearly defined/distinctive leadership roles. <ul style="list-style-type: none"> ○ The Chief Executive leads in implementing strategy and managing the delivery of services and other outputs set by Members. ○ The Leader gives appropriate overall direction and policy to the Council and works with other authorities to help shape and influence National Policy. ❖ Constitution sets out the protocols on Member relations to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained. ❖ Constitution and supporting delegation's database specify the types of decisions that are delegated and those reserved for the collective decision making of the governing body. ❖ ICT transformation programme provides Members and Officers with efficient systems and technology that support them in performing their role and delivering against the Councils Corporate Plan. ❖ Asset Management Framework ensures that all the council's assets are compliant, sustainable, fit for purpose and support the delivery of Council services and strategic objectives. ❖ Workforce and development plan ensures the Council has a workforce which can deliver against the Corporate Plan, and that it has the right behaviours which reflect the Council's ambitions and values. <ul style="list-style-type: none"> ○ Holds staff to account for their performance and behaviour through regular 121's which take 	<ul style="list-style-type: none"> ❖ Basildon Borough Council Constitution-The Way We Work was updated and published on the councils website in May 2022 (https://www.basildon.gov.uk/article/2084/Political-Structure-Our-Constitution-and-the-way-we-work) ❖ The Asset Management Policy 2022-27 was approved by Cabinet on 6 December 2022 ❖ Work undertaken as part of the Workforce Strategy is reported through the Fit for Purpose Board. ❖ E Learning now managed on in house platform enabling full analytics on attendance and satisfactory completion. ❖ The council has a staff wellbeing site which contains information to support health & wellbeing, and managers discuss any concerns at one to ones. Every three year the Council completes a wellbeing survey and produces and action plan to address any concerns identified (May 2021). ❖ The SLT Governance and Performance Board received quarterly assurance reports on risk management, governance, internal audit, complaints, performance, and budget.

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
		<ul style="list-style-type: none"> ○ account of training or development needs. ○ Training and development programmes for both Members and Officers ensures they have the appropriate skills and knowledge to support them in fulfilling their roles and responsibilities, and that they remain up to date with current best practise and statutory requirements. ○ Health and Wellbeing policy and strategy helps maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing. ❖ SLT Governance and Performance Board assists in ensuring organisational development through shared learning as a result of lessons learnt from governance weaknesses. 	
<p>F. Managing risks and performance through robust internal control and strong public financial management</p>	<p>F1 - Managing risk</p> <p>F2 - Managing performance</p> <p>F3 - Robust internal control</p> <p>F4 - Managing data</p> <p>F5 - Strong public financial management</p>	<p>The Council('s):</p> <ul style="list-style-type: none"> ❖ Risk Management Policy and Strategy recognises that risk management is an integral part of the operation of the Council and must be considered in all aspects of decision making. ❖ Health and Safety Policy supported by a strategy and management framework, seeks to ensure compliance with the law and ensure the risks associated with the Health and Safety of those engaging in Council activities are appropriately managed, regularly reviewed and investigations completed where incidents occur. ❖ Safeguarding policy, strategy and procedures actively promotes safeguarding to prevent harm and reduce the risk of abuse, neglect, or exploitation to adults with care and support needs and children at risk. ❖ Performance Management framework includes a suite of outcome-based performance information which demonstrates how the Council is achieving the ambitions detailed within the Corporate Plan and how its services are performing. <ul style="list-style-type: none"> ○ Performance will be regularly reviewed by Senior Officers and Members to monitor the effectiveness of the council's arrangements, and where appropriate, the council will also benchmark its activities with others. ○ The Council will maintain a Governance & Performance Board, who will have oversight of the delivery of the Council's Corporate Programme and will be responsible for monitoring. ○ Managers regularly review and validate the quality and accuracy of performance data and narratives. ○ Internal audit regularly reviews and audit the quality and accuracy of data and narratives as part of each audit review. ○ Scrutiny committees are responsible for reviewing delivery against policies to hold the council to account. ❖ Programme and Project Management Framework guides the authority on the project life cycle and sets out how key corporate programmes and service projects will be managed. <ul style="list-style-type: none"> ○ Appropriate Project Management procedures are in place to enable delivery, allow challenge, seek improvements, and make effective decisions to ensure achievement of targeted outcomes. ❖ Cabinets, boards, and meetings create a platform for Members and Senior Officers to challenge and discuss key issues before, during and after decisions are made, thus encouraging effective and constructive challenge and debate. <ul style="list-style-type: none"> ○ Cabinet reports are circulated to key officers and undergo a series of reviews, revisions, and comments prior to finalising. ❖ Senior Managers are responsible for putting into place an appropriate control environment to manage the risks facing their services. ❖ Maintains an effective audit service. <ul style="list-style-type: none"> ○ In line with the Public Sector Internal Audit Standards and CIPFA's guide to the role of the Head of Internal Audit. ○ Produces an annual report providing an opinion on the Council's adequacy and effectiveness of the framework of governance, risk management and control. ○ Services undertake self-assessment audits in relation to their professionalism such as Health & Safety and Safeguarding. ❖ Maintains an effective Audit and Risk Committee which provides a source of effective assurance 	<ul style="list-style-type: none"> ❖ Risk Management team are default reviewers on cabinet reports and attend most Delivery Boards and Working Groups. Minutes/actions from the Boards and Working groups evidence any risk discussions. ❖ The Council holds a Health and Safety Committee quarterly and receives a detailed presentation on incidents and accidents, health and safety training, compliance, and key risks. ❖ Essex Safeguarding Children Board self-assessment was completed in September 2021. ❖ Essex Safeguarding Adult Board self-assessment was last completed in July 2022. ❖ The Council is represented on a range of multi-agency Boards, Groups and Forums concerning Safeguarding issues. Most notably the ESCB Missing and Child Exploitation Group, MACE1 and MACE2 and Stay Safe South. The Deputy Chief Executive is represented on the SET Domestic Abuse Board. The Safer Basildon Hub discusses safeguarding matters on a daily basis and actions where necessary. ❖ Quarterly performance reports to the Scrutiny Committee are published to demonstrate progress against the council's ambitions as set out in the Corporate Plan. ❖ The SLT Governance and Performance Board meets every 6 weeks to challenge, review exceptions, addresses under-performance, identify any need for early interventions and celebrate achievements. This is evidenced in the Forward Planner and minutes of actions and decisions made. ❖ The Risk Management and Performance teams review each month/quarter the accuracy and quality of performance updates provided. ❖ Service Performance - Directorate Management Team meetings (DMT's) are chaired by Directors and attended by service managers and this is where service performance is discussed. Service managers are held accountable for service delivery at the monthly DMT's. ❖ The Project Assurance Office (PAO) provide regular oversight and assurance of projects identified in the corporate plan at delivery boards and the SLT Governance and Performance Board. ❖ The council's scrutiny committees receive regular updates on the delivery against policies to hold the Council to account. All reports are published on the council's website (Basildon Council - Committee structure https://www.basildonmeetings.info/mgListCommittees.aspx). ❖ The Internal Audit Service provides to the Council, through the Audit & Risk Committee, assurance on the adequacy and effectiveness of the authority's governance, risk management and control arrangements. ❖ The Internal Audit opinion provided within individual reports issued to management contributes towards an annual audit opinion that forms part of the framework of assurances that informs the Council's Annual Governance Statement. ❖ CIPFA external quality assessment of conformance to the Public Sector Internal Audit Standards provided an opinion in January 2022 that Basildon Borough Council's Audit Service's self-assessment is accurate and conclude that they fully conform to the requirements of the Public Sector Internal Audit Standards and the CIPFA Local Government Application Note.

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
		<p>regarding arrangements for managing risk, Counter Fraud and maintaining an effective control environment and governance arrangements.</p> <ul style="list-style-type: none"> ○ Reflects the political composition of the Council. ○ Operates in compliance with CIPFA guidance on effective audit committees. ❖ Counter Fraud framework ensures that effective Counter Fraud and corruption arrangements are embedded across the Council promoting zero tolerance. <ul style="list-style-type: none"> ○ Internal Audit service is responsible for investigating suspected or identified fraud. ○ The Council participates in the National Fraud Initiative. ❖ Information governance arrangements are embedded, and we will investigate suspected or identified breaches of data. <ul style="list-style-type: none"> ○ The council's Information Management Policy sets out a commitment for the safe collection, storage, use and sharing of data, underpinned by processes, and developed procedures to safeguard personal data. ○ The Council's ICT and Information Security Standards provide guidance on the arrangements that must be in place to ensure personal data is kept protected and secure. ○ Effective information sharing arrangements are in place and operating effectively when sharing data with other bodies in accordance with the Data Protection Act, GDPR and the Council's Information Management Policy. ❖ Ensure that effective financial management arrangements are embedded across the Council, which supports short-, medium- and long-term achievement of the Council's ambitions and service provision. <ul style="list-style-type: none"> ○ Medium- and Long-Term Financial Strategy and budget setting process align resources to the organisation's objectives. ○ Budget development and management framework enables the Council to review and adjust its budget during the financial year to make the most effective use of resources in delivering the Council's policies and objectives. ○ Regular reports to Members on the council's budget position. 	<ul style="list-style-type: none"> ❖ The Audit & Risk Committee annually completes a self-assessment against the CIPFA guidance on effective audit committees (31 March 2023). ❖ Information Management Progress Reports are regularly presented to the Information Governance board, which includes details of any suspected or identified data breaches. ❖ Management undertakes monthly budget monitoring and meet regularly with their accountants. The SLT Governance and Performance Board receives a quarterly update on the Council financial position. The Audit and Risk Committee receive regular Treasury Management activity reports.
<p>G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p>	<p>G1 - Implementing good practice in transparency</p> <p>G2 - Implementing good practices in reporting</p> <p>G3 - Assurance and effective accountability</p>	<p>The Council('s):</p> <ul style="list-style-type: none"> ❖ Publication Scheme describes the kinds of information available, where this can be found and provides guidance about how to access personal information and submit a Freedom of Information request. ❖ Forward plan of cabinet dates and work plans for each cabinet provides transparency and access to information regarding future decisions. ❖ Reports for the public and other stakeholders are written and communicated in a fair, balanced, and understandable style, appropriate to the intended audience and ensuring that they are easy to access and understand. ❖ Demonstrates its commitment to openness and transparency by producing an annual report covering the performance of the Council, value for money and stewardship of resources. ❖ Produces the annual financial statements in accordance with statutory best practice guidance. ❖ Reviews its governance arrangements periodically in line with its Local Code of Corporate Governance and associated Assurance Framework, and publishes its results in an Annual Governance Statement. ❖ Recommendations for corrective action made by internal and external audit and other regulatory bodies are monitored to ensure that they are acted upon and progress is reported to the Audit & Risk Committee. ❖ Ensures that jointly managed or shared service arrangements are appropriately governed which will ensure accountability in terms of achieving outcomes and managing risks. 	<ul style="list-style-type: none"> ❖ The Publication Scheme is available is published on Basildon Councils website https://www.basildon.gov.uk/article/2569/Basildon-Council-s-Publication-Scheme-Information-we-publish. ❖ Forward plan of cabinet dates is published on Basildon Councils website https://www.basildonmeetings.info/mgCalendarMonthView.aspx. ❖ All cabinet reports are in a standard format and are published on the council's website. ❖ The council's Annual Report is published on Basildon Councils website https://www.basildon.gov.uk/annualreport. ❖ The Councils External Audit report relating to the Statement of accounts is presented to the Audit & Risk Committee. ❖ The Annual Governance Statement details compliance with the CIPFA's Statement on the Role of the Chief Financial Officer in Local Government, this is reviewed annually. ❖ The council reviews its governance arrangements annually and publishes its Local Code of Corporate Governance and Annual Governance Statement on Basildon Council's website https://www.basildon.gov.uk/media/8296/Basildon-Council-Annual-Governance-Statement-2020-21/pdf/Basildon_Council_-_Annual_Governance_Statement_-_2020-21.pdf?m=637616993773230000. ❖ The SLT Governance and Performance Board and Audit and Risk Committee receive quarterly updates from internal audit to evidence that corrective action is being taken. ❖ The council holds weekly meetings with Brentwood's s151 to jointly monitor the Revenues and Benefits Shared Services contract, a bi-monthly board with the sponsors, and a quarterly board with the Chief Executives of both councils. We are also subject to an annual audit and have had external peer reviews from the LGA. ❖ The South Essex Parking Partnership hold quarterly officer meetings and formal South Essex Parking Partnership Joint Committee meetings which is attended by a Basildon

Principles	Sub-principles		
Acting in the public interest requires a commitment to and effective arrangements for:		Basildon's commitment to achieving good governance in practice includes:	How we provide assurance
			member where performance is reported.

For a detailed description of the key governance areas which support the Council's compliance with the Core & Sub Principles and Behaviours, please refer to the Governance Assurance Framework.