



MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

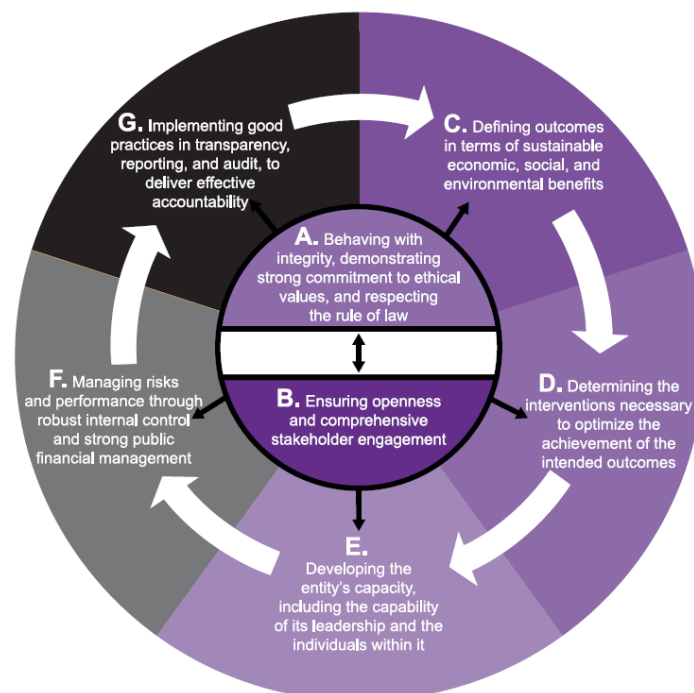
LOCAL CODE OF CORPORATE GOVERNANCE 2020

1. Introduction

- 1.1 Corporate Governance is the system by which Local Authorities direct and control their functions and relate to their communities. Merthyr Tydfil County Borough 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.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes the arrangements for the management of risk.
- 1.3 The Council, in compiling its Local Code of Corporate Governance, is committed to and has adopted the seven principles of Good Governance agreed by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) and contained within the publication *Delivering Good Governance in Local Government: Framework (2016)*.

2. The Governance Framework

- 2.1 The diagram below, taken from the International Framework: Good Governance in the Public Sector (CIPFA/IFAC, 2014) (the 'International Framework'), illustrates the various principles of good governance in the public sector and how they relate to each other. It comprises two Core Principles (A & B) and five Supporting Principles (C to G).



- 2.2 The core principles (A & B) permeate the implementation of the supporting principles (C to G) with the need for the whole Council to be committed to improving governance on a continual basis through a process of evaluation and review.
- 2.3 The governance framework in place within Merthyr Tydfil County Borough Council comprises the systems, processes and cultural values by which the Council is directed and controlled, and the activities through which it accounts to, engages with and leads the community. This framework enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

3. Defining Governance

- 3.1 The International Framework defines governance as follows:

Governance comprises the arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.

- 3.2 The International Framework also states that:

To deliver good governance in the public sector, both governing bodies¹ and individuals working for public sector entities must try to achieve their entity's objectives while acting in the public interest at all times.

Acting in the public interest implies primary consideration of the benefits for society, which should result in positive outcomes for service users and other stakeholders.

4. The Governance Framework in place within Merthyr Tydfil County Borough Council

- 4.1 The Council has in place a range of policies, procedures, systems and processes that form its overall governance arrangements. These arrangements are in line with the *Delivering Good Governance in Local Government: framework (2016)*, many of which are set out within its [Constitution](#). The following summary provides an overview of the Council's Governance Framework:

Core Principle A - Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.

The Council has codes, protocols, policies, guidance and training in place to help ensure elected Members and Officers understand what is required to comply with this core principle.

Systems, processes and documents within the Council demonstrating adherence to –

Behaving with integrity.

Demonstrating a strong commitment to ethical values.

Respect for the rule of law.

- [Constitution](#)

All parts detailed below refer to the Constitution

- [Members code of conduct](#) – Part 6.01
- [Rules of Procedure](#) Part 4.01
- [Standards Committee](#) Part 3.05 & Council website [Financial Procedure Rules](#) Part 4.07.23
- [Protocol Member/ Officer Relations](#) Part 6.03
- [Whistleblowing Policy](#) Part 6.04
- [Employees Code of Conduct](#)
- [Members Code of Conduct - Gifts and Hospitality](#) Part 6.01.03.
- [Comments, Compliments and Complaints Procedure](#)
- [Schedule of Declarations of Interest](#)
- [Procurement and Contracting Rules](#) Part 5
- Member Induction Training

- [ICT Security Policies \(various\)](#) Intranet
- [RIPA Policy](#)
- [Anti-fraud, Bribery & Corruption Strategy.](#)
- Monitoring Officer
- Section 151 Officer

Core Principle B. Ensuring openness and comprehensive stakeholder engagement.

The Council is committed to being open and engaging effectively with stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.

Systems, processes and documents within the Council demonstrating adherence to –

Openness

Engaging comprehensively with institutional stakeholders

Engaging with individual citizens and service users effectively

- Forward Work Programmes - various
- [Record of Decisions – Modern.gov](#)
- [Publication Scheme](#).
- [Corporate & Service Specific Privacy Notices](#).
- [Webcasting](#)
- [Community safety partnership](#)

- [Cwm Taf Public Services Board](#)
- [Scrutiny Committees](#)
- [South Wales Police & Crime Panel](#)
- [Strategic Equality Plan](#)
- [Replacement Local Development Plan](#)
- Local Area Forums
- [Emergency Planning & Emergency Plan](#)
- [Cwm Taf Citizen Panel](#)
- [Petitions](#)

Supporting Principle C - Defining outcomes in terms of sustainable economic, social and environmental benefits

Systems, processes and documents within the Council demonstrating adherence to –

Defining outcomes.

Sustainable economic social and environmental benefits.

- [Corporate Asset Plan](#)
- Corporate Plan
- [Annual Improvement Report](#)
- [Annual Performance Report](#)
- [Cwm Taf Public Service Board Annual Report](#)
- [Annual Governance Statement](#)
- [Annual Statement of Accounts](#)
- [Financial objectives & responsibilities](#)
- [Statement of well being](#)
- [Annual Report on Social Services](#)
- Economic Strategy
- [Single Integrated Plan](#)

Core Principle D. Determining the interventions necessary to optimise the achievement of intended outcomes.

Systems, processes and documents within the Council demonstrating adherence to –

Determining interventions (courses of action)

Planning interventions

Optimising achievement of intended outcomes

- [Committee structure](#)
- Corporate Management Team
- Senior Leadership Team

- Service Performance Reviews
- [Scrutiny Committees](#)

- Performance Management Framework.
- Corporate Plan and Service Delivery Plans.
- [Risk management Policy & Strategy](#) (Intranet)
- [Treasury Management Half Year Review Report](#)
- [Medium Term Financial Plan.](#)

Supporting Principle E - Developing the Council's capacity, including the capability of its leadership and the individuals within it

Systems, processes and documents within the Council demonstrating adherence to –

Developing the Council's capacity.

Developing the capability of the Councils leadership and other individuals.

- HR Strategy
- [HR Policies and Procedures](#) (Intranet)
- Performance Development Reviews
- [Member development training- Cllrs Hub \(Intranet\)](#)
- [Staff training hub](#) (Intranet)
- Corporate and Service Self Evaluation process.
- Workforce Plan.
- [Officer Employment Procedure Rules](#) Part 4.08

Core Principle F. Managing risks and performance through robust internal control and strong public financial management

Systems, processes and documents within the Council demonstrating adherence to –

Managing risks

Managing performance

Robust internal control

Managing data

Strong public financial management

- [Risk management Policy & Strategy](#) (Intranet)
- Corporate Risk Register
- [Health & Safety Risk Assessment Policy](#) (Intranet)
- [Insurance Strategy](#) (Intranet)
- Annual Report
- Information Governance Department
- [Information Governance Training](#)
- [Bobs Business Training](#)
- [Information security policies](#)
- [Privacy Policy](#)
- Finance Reports
- [Procurement Strategy](#)
- [Medium Term Financial Plan.](#)
- [Members Allowance Guidance](#)
- [Members Allowance Scheme](#) Part 7 Constitution

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| | <ul style="list-style-type: none">• Statement of Accounts• Financial Regulations
• Corporate and Service Self Evaluation process.• Service Delivery Planning.• Audit Committee and an Internal Audit function.• Budget and Policy Framework Procedure Rules Part 4.04 Constitution• Financial Procedure Rules. Part 4.07 Constitution• Medium Term Financial Plan |
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Supporting Principle G - Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

Systems, processes and documents within the Council demonstrating adherence to –

Implementing good practice in transparency.

Implementing good practices in reporting.

Assurance & effective accountability

- [Members register of interests and Schedule of Declarations of Interests](#)
- Audit Committee
- Annual scrutiny report
- Surveillance Commissioner Report
- Inspectorate Reports
- Head of Audit Annual Report
- [WAO audit reports](#)
- [Estyn Reports](#)
- [Care Inspectorate Wales audit reports](#)
- [Statement of Accounts](#)
- [Annual Governance Statement](#)
- [Annual Performance Report](#)
- [Annual Report on Social Services](#)
- [Planning Annual Performance Report](#)

5. REVIEW OF EFFECTIVENESS

- 5.1 The Council is required to conduct an assessment of its governance framework including the system of internal control. The review of effectiveness at Merthyr Tydfil County Borough Council is led by the Monitoring Officer.
- 5.2 The exercise involves a continued review of the activities in place around the Council's main governance arrangements, discussing and challenging the governance arrangements with senior officers across services and taking account of the findings from the Council's corporate assessment findings and any external inspections that take place. The outcome of the review of effectiveness is reported in the Annual Governance Statement, prepared each year.
- 5.3 The draft Annual Governance Statement is reviewed and challenged by the Council's Senior Leadership Team and then presented to the Council's Audit Committee for review, challenge and approval. A copy of the Council's Annual Governance Statement is available on the Council's website.
