

Principles	Supporting Principles	#	Local Code Requirement (The Code should reflect the requirement for the Council to:	Current Status, Evidence and Source Documents to demonstrate compliance	Links to Source Documents	Review Date	Plans for Improvement/Action Required	Responsibility to implement monitor and review	Target Date	Progress To Date
<p>PRINCIPLE 1 Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area</p>	<p>Supporting Principle 1 Exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and its intended outcome for citizens and service users</p>	1.1	Develop and promote the authority's purpose and vision	Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.	Corporate Plan	16.4.08	Evidence obtained No Further Action Required			
				Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.	Community Strategy	16.4.08	Evidence obtained No Further Action Required			
				Service Plans for 2007-08 completed. Service plans clearly reflect corporate objectives and match approved funding. Service planning process clearly sets terms of reference for the preparation of service plans.	Service Plans: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/ Service Plans 08-09	16.4.08	Evidence obtained No Further Action Required			
				Medium Term Financial Strategy revised March 2008. Provides a Framework in which to develop medium and long term financial plans.	Medium Term Financial Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ Medium Term Financial Strategy-revised March 2008	16.4.08	Evidence obtained Keep Under Review	Tom Bell	Oct-08	
				Local Area Agreement drafted and current awaiting signoff.	Local Area Agreement: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ LAA Draft Submission 3 final	16.4.08	Draft document awaiting sign off. CDU advised that the draft changes daily until sign off. Current Copy sourced - however requires constant review.	Mary Readman	Jun-08	
				CPA Self-Assessment carried out September 2003 clearly stating High Level Action Plans and Council Statements on the delivery of it's priorities.	CPA Self Assessment	16.4.08	Evidence obtained No Further Action Required			
				BVRSS Report approved by Executive April 2008 and implemented. BVRSS outcomes reflect the Council's needs to respond to it's priorities.	BVRSS	16.4.08	Evidence obtained No Further Action Required			
				A Communication Strategy in respect of the corporate objectives has been developed, approved and implemented. Marketing material in a range of media is used to disseminate Council aims and objectives.	Communications Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents / Communications Strategy	16.4.08	Evidence obtained No Further Action Required			
		1.2	Review on a regular basis the Authority's vision for the local area and its impact on the Authority's governance arrangements	A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.	Local Code of Governance: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Local Code of Governance 2008-09	22.5.08	Evidence obtained- awaiting approval/adoption by Executive & Audit Committee	Stuart Wardle	22.5.08	
				Annual Governance Report 2005-2006 completed by Audit Commission September 2006. Independant assessment is part of the Council's review and monitoring process to report on the adequacy of it's Corporate Governance arrangements.	Audit Commission Annual Governance Report	16.4.08	Evidence obtained No Further Action Required			
				Statement of Internal Control completed and signed off 2006-2007, pending replacement by the Council's Annual Governance Statement.	Statement Of Internal Control	16.4.08	Evidence obtained No Further Action Required			
				Annual Audit and Inspection Letter 2007 completed by Audit Commission March 2008. The Inspection Letter also includes a Direction of Travel report to inform a review of the Council's vision.	Annual Audit & Inspection Letter	16.4.08	Evidence obtained No Further Action Required			
				1.3	Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all parties	Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existng partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle

<p>PRINCIPLE 1 Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area</p>	<p>1.3 Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all parties</p>	<p>A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.</p>	<p>Local Code of Governance: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Local Code of Governance 2008-09</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Risk Management Strategy and Policy approved, in place and reviewed January 2008. Partnerships are not specifically mentioned in Risk Management Strategy and Policy.</p>	<p>Risk Management Strategy</p>	16.4.08	Review Risk Management Strategy and Policy and include links with Partnership Framework and Partnership Action Plan.	Stuart Wardle	Oct-08	
	<p>1.4 Publish an annual report on a timely basis to communicate the authority's activities and achievements, its financial position and performance</p>	<p>Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.</p>	<p>Corporate Plan</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.</p>	<p>Community Strategy</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Statements of Accounts 2006-2007 completed. Audited accounts are made available for inspection to the public via the website or by appointment.</p>	<p>Statement of Accounts</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.</p>	<p>Best Value Performance Plan</p>	16.4.08	Evidence obtained No Further Action Required			
	<p>1.5 Decide how the quality of services for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available</p>	<p>Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.</p>	<p>Corporate Plan</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Medium Term Financial Strategy revised March 2008. Provides a Framework in which to develop medium and long term financial plans.</p>	<p>Medium Term Financial Strategy: section accounts on 'Typhoon' / office and admin/office and admin typing / Governance /Evidence Documents/ Medium Term Financial Strategy-revised March 2008</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Use of Resources Assessment 2006 completed by the Audit Commission April 2007. Independent assessment is part of the Council's review and monitoring process to report on the adequacy of it's Corporate Governance arrangements.</p>	<p>Use of Resources Assessment</p>	16.4.08	Evidence obtained No Further Action Required			
		<p>Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Strategy/Budget Setting Process/VFM</p>	<p>Performance Management Framework</p>	16.4.08	Evidence obtained No Further Action Required			
<p>Service Plans for 2007-08 completed. Service plans clearly reflect corporate objectives and match approved funding. Service planning process clearly sets terms of reference for the preparation of service plans.</p>		<p>Service Plans: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/ Service Plans 08-09</p>	16.4.08	Evidence obtained No Further Action Required				
<p>BVRSS Report approved by Executive April 2008 and implemented. BVRSS outcomes reflect the Council's needs to respond to it's priorities.</p>		<p>BVRSS</p>	16.4.08	Evidence obtained No Further Action Required				
<p>Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.</p>		<p>Partnership Framework</p>	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08		
<p>Value For Money Framework in place to ensure that all Council services delivered and operations undertaken provide VFM to residents. Utilisation of the VFM Framework are reflected in the Council's Corporate Plan and Best Value Performance Plan.</p>		<p>VFM Framework</p>	16.4.08	Evidence obtained No Further Action Required				

<p>PRINCIPLE 1 Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area</p>	<p>Ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning</p>	1.5	Decide how the quality of services for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available	Internal Audit arrangements in place and assessment criteria identified to measure quality of services.	Internal Audit Assessment Criteria: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Internal Audit Assessment Data	16.4.08	Evidence obtained No Further Action Required																		
		1.6	Put in place effective arrangements to identify and deal with failure in service delivery	The Council has implemented a Complaints Procedure. Feedback received is used to monitor service delivery and inform improvements in service delivery.		Complaints Procedure	16.4.08	Evidence obtained No Further Action Required																	
												Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Strategy/Budget Setting Process/VFM	Performance Management Framework	16.4.08	Evidence obtained No Further Action Required										
																			Audt Committee in place. Audit Committee functions outlined in the Council Constitution - Part 3 Responsibility For functions p.63. Audit Committee Reports are current, up to date and available on the Council's website	Audit Committee Reports (Arrangements For)	16.4.08	Evidence obtained No Further Action Required			
																			Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
		Medium Term Financial Strategy revised March 2008. Provides a Framework in which to develop medium and long term financial plans.	Medium Term Financial Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/ Medium Term Financial Strategy-revised March 2008	16.4.08	Evidence obtained No Further Action Required																				
									Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08											
		Environmental Impact Statements are required on sensitive planning developments which may adversely affect the environment. Statements are scanned alongside specific planning applications and are available on the planning portal.	Environmental Impact Statements	16.4.08	Evidence obtained No Further Action Required																				
The Council is required to inspect land for contamination. A Contaminated Land Strategy has been implemented which involves a 5 year inspection programme (due for review 2008)	Sustainability Appraisals:								16.4.08	Further Evidence required	Graeme Reed	May-08													
		Value For Money Framework in place to ensure that all Council services delivered and operations undertaken provide VFM to residents. Utilisation of the VFM Framework are reflected in the Council's Corporate Plan and Best Value Performance Plan.	Contaminated Land Strategy	16.4.08	Evidence obtained. Strategy due for review 2008.	Shirley Craig	Sep-08																		
Value For Money Framework in place to ensure that all Council services delivered and operations undertaken provide VFM to residents. Utilisation of the VFM Framework are reflected in the Council's Corporate Plan and Best Value Performance Plan.	VFM Framework								16.4.08	Evidence obtained No Further Action Required															

<p>PRINCIPLE 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles</p>	<p>Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and the roles and responsibilities of the scrutiny function</p>	2.1	Set out a clear statement of the respective roles and responsibilities of the executive and of the executive's members individually and the authority's approach to putting this into practice.	Article 7 of the Constitution specifies the role of the Executive and Section 3 of Responsibility for Functions clearly specifies the roles of each Executive member Executive and Scrutiny Committee's Terms of Reference outlined within the Constitution clearly state their roles.	Constitution	16.4.08	Evidence obtained No Further Action Required			
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<p>PRINCIPLE 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles</p>	<p>Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and the roles and responsibilities of the scrutiny function</p>	<p>2.3</p>	<p>2.1 Set out a clear statement of the respective roles and responsibilities of the executive and of the executive's members individually and the authority's approach to putting this into practice.</p>	<p>Meetings of the Executive Committee are fully supported with minutes, available on the Council website. Meetings of the Executive and the Authority's Chief Executive Officer are fully supported with minutes, available on the Council website.</p>	<p>All Committee Reports</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.2 Set out a clear statement of the respective roles and responsibilities of other authority members, members generally and senior officers.</p>	<p>Meetings of Executive Portfolio Holders and their respective Heads of Service are established and act as a key enabler for the Council to communicate with the Executive on key issues and improve communication.</p>	<p>Member Briefings: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/member briefings</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.2 Set out a clear statement of the respective roles and responsibilities of other authority members, members generally and senior officers.</p>	<p>Article 12 of the Constitution sets out the responsibilities of Senior Officers. Article 2 deals with the roles of members and the Member/Officer protocol guides both sides on the working relationship between them Officer & Member Protocol in Part 5 of the Constitution clearly states the respective Codes of Conduct expected. Scrutiny Committee Terms of Reference outlined within the Constitution clearly states its role.</p>	<p>Constitution</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.2 Set out a clear statement of the respective roles and responsibilities of other authority members, members generally and senior officers.</p>	<p>"Working together Guide" issued to all staff and members provides a clear guide that covers: The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.</p>	<p>Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.2 Determine a scheme of delegation and reserve powers within the constitution including a formal schedule of those matters specifically reserved for collective decision of the authority, taking account of relevant legislation, and ensure that it is monitored and updated when required</p>	<p>The Council's Constitution includes a Scheme of Delegation outlined in Part 3. Article 4 spells out the functions reserved to Council. Article 7 identifies that the Executive will be responsible for functions not reserved or specifically allocated to Committees and Panels. Articles 8 and 9 and the Section headed Responsibility for Functions provide for the exercise of functions by each body and lists the delegations to individual officers.</p>	<p>Constitution</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.4 Make a Chief Executive or equivalent responsible and accountable to the authority for all aspects of operational management</p>	<p>The Council's Constitution includes a Scheme of Delegation outlined in Part 3. Head of Paid Service arrangements are contained within the constitution and the Chief Executive's responsibilities are summarised in Article 12 as part of statutory provisions outlined in the Local Government Act 1988.</p>	<p>Constitution</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.4 Make a Chief Executive or equivalent responsible and accountable to the authority for all aspects of operational management</p>	<p>Chief Executives Job Description clearly states accountability and responsibility for the Council's operational management</p>	<p>Chief Executives Job Description:</p>	<p>16.04.08</p>	<p>Further evidence required</p>	<p>Reg Gott</p>	<p>May-08</p>	
			<p>2.4 Make a Chief Executive or equivalent responsible and accountable to the authority for all aspects of operational management</p>	<p>Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Strategy/Budget Setting Process/VFM</p>	<p>Performance Management Framework</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.5 Develop protocols to ensure that the leader and chief executive negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained</p>	<p>Officer & Member Protocol in Part 5 of the Constitution clearly states the respective Codes of Conduct expected of individuals.</p>	<p>Constitution</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.5 Develop protocols to ensure that the leader and chief executive negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained</p>	<p>Chief Executives Job Description clearly states accountability and responsibility for the Council's operational management</p>	<p>Chief Executives Job Description:</p>	<p>16.04.08</p>	<p>Further evidence required</p>	<p>Reg Gott</p>	<p>May-08</p>	
			<p>2.5 Develop protocols to ensure that the leader and chief executive negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained</p>	<p>Leader's Job Description clearly states accountability and responsibility for the Council's operational management</p>	<p>Leader's Job Description:</p>	<p>16.04.08</p>	<p>Further evidence required</p>	<p>Reg Gott</p>	<p>May-08</p>	
			<p>2.6 Make a senior officer [the S151 officer /] responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, for maintaining an effective system of internal control</p>	<p>The Council's Constitution includes a Scheme of Delegation outlined in Part 3. Section 151 Officer's arrangements are contained within the Constitution and their responsibilities are summarised in the Scheme of Delegation and Part 4 - Financial Procedure Rules and article 12 as part of statutory provisions outlined in the Local Government Finance Act 1988.</p>	<p>Constitution</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.6 Make a senior officer [the S151 officer /] responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, for maintaining an effective system of internal control</p>	<p>Financial records and accounts are robustly maintained and made available to residents in the form of the Council's Annual Report and Statement of Accounts in accordance with the Accounting Code of Practice.</p>	<p>Annual Report and Accounts</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.6 Make a senior officer [the S151 officer /] responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, for maintaining an effective system of internal control</p>	<p>Section 151 Officer's Job Description clearly states accountability and responsibility for the Council's financial management.</p>	<p>Section 151 Officer's Job Description:</p>	<p>16.04.08</p>	<p>Further evidence required</p>	<p>Reg Gott</p>	<p>May-08</p>	
<p>2.6 Make a senior officer [the S151 officer /] responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, for maintaining an effective system of internal control</p>	<p>The Councils Annual Governance Statement (Formerly Statement of Internal Control) encompasses financial probity.</p>	<p>Statement of Internal Control</p>								

				External Audit arrangements are in place to independently assess the Council's financial governance arrangements, which are included in the audit commission's Annual Audit and Inspection Letter.	Annual Audit & Inspection Letter	16.4.08	Evidence obtained No Further Action Required			
<p>PRINCIPLE 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles</p>	<p>Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and the roles and responsibilities of the scrutiny function</p>	2.7	<p>Make a senior officer [usually the monitoring officer] responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with</p>	Article 12 of the Council's Constitution confirms the responsibilities of the Monitoring officer in line with statutory provisions.	Constitution	16.4.08	Evidence obtained No Further Action Required			
				Monitoring Officer's Job Description clearly states accountability and responsibility for the Council's probity, legislative and regulatory compliance.	Monitoring Officer Job Description:	16.04.08	Further evidence required	Reg Gott	May-08	
	<p>Ensuring relationships between the authority, it's partners and the public are clear so that each knows what to expect of each other</p>	2.8	<p>Develop protocols to ensue effective communication between members and officers in their respective roles</p>	Officer & Member Protocol in Part 5 of the Constitution clearly states the respective Codes of Conduct expected of individuals.	Constitution	16.4.08	Evidence obtained No Further Action Required			
				Meetings of Executive Portfolio Holders and their respective Heads of Service are established and act as a key enabler for the Council to communicate with the Executive on key issues and improve communication.	Member Briefings: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/member briefings	16.4.08	Evidence obtained No Further Action Required			
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates it's commitment for effective communication.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Councils Scrutiny function have completed member surveys to gauge the satisfaction with services provided to Council members with the Scrutiny function of the Council.	Member Surveys: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/Member surveys - member support services	16.4.08	Evidence obtained No Further Action Required			
				The Council's Constitution has established a clear protocol for the remuneration of members and officers - Part 6 - Members Allowance Scheme / Officers - Financial Procedure Rules. Single Status Arrangements in place Conditions of Employment Collective Agreement	Constitution	16.4.08	Evidence obtained No Further Action Required			
				The Independent Remuneration Panel was established in accordance with the provisions of the Local government Act 2000 and the Local Authorities (Members Allowances) (England) Regulations 2001 which produce reports regarding the remuneration of members.	Remuneration Panel	16.4.08	Evidence obtained No Further Action Required			
					Single Status Arrangement	16.04.08	Evidence obtained No Further Action Required			
					Collective Agreement:	16.04.08	Evidence obtained No Further Action Required			
	<p>2.10 Ensure that effective mechanisms exist to monitor service delivery</p>	2.10	<p>Ensure that effective mechanisms exist to monitor service delivery</p>	The Council have introduced Service Plans which link Service Plan objective and priorities to Corporate objectives which are three year documents and monitored, reviewed and revised annually.	Service Planning Guidance: section accounts on 'Typhoon' / office and admin/office and admin typing/Governance/Evidence Documents/Service Planning guidance 2007	16.4.08	Evidence obtained No Further Action Required			
				Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Strategy/Budget Setting Process/VFM	Performance Management Framework	16.4.08	Evidence obtained No Further Action Required			
				The Council has implemented a Complaints Procedure. Feedback received is used to monitor service delivery and inform improvements in service delivery.	Complaints Procedure	16.4.08	Evidence obtained No Further Action Required			
				Article 6 of the Council's Constitution includes provision for the establishment of a Scrutiny Committee to discharge the functions conferred by Section 21 or regulations under Section 32 of the Local Government Act 2000	Constitution	16.4.08	Evidence obtained No Further Action Required			
				The East Durham Local Strategic Partnership comprises community stakeholders from the public, private and voluntary sectors. Feedback mechanisms are clarified in the LSP's Constitution and further elaborated on in the Community Strategy.	Local Strategic Partnership	16.4.08	Evidence obtained No Further Action Required			
Scrutiny Committee Reports are current, up to date and available on the Council's website				Scrutiny Committee Reports	16.4.08	Evidence obtained No Further Action Required				
Audit Committee Reports are current, up to date and available on the Council's website				Audit Committee Reports	16.4.08	Evidence obtained No Further Action Required				

<p>PRINCIPLE 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles</p>	<p>Ensuring relationships between the authority, it's partners and the public are clear so that each knows what to expect of each other</p>	<p>2.11 Ensure that the organisation's vision, strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated</p>	<p>Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan</p>	<p>Corporate Plan</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.</p>	<p>Community Strategy</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>The Council have introduced Service Plans which link Service Plan objective and priorities to Corporate objectives which are three year documents and monitored, reviewed and revised annually.</p>	<p>Service Planning Guidance: section accounts on 'Typhoon' / office and admin/office and admin typing/Governance/Evidence Documents/Service Planning guidance 2007</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>Medium Term Financial Strategy revised March 2008. Provides a Framework in which to develop medium and long term financial plans.</p>	<p>Medium Term Financial Strategy: section accounts on 'Typhoon' /office and admin/office and admin typing/Governance/Evidence Documents/ Medium Term Financial Strategy-revised March 2008</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>Local Area Agreement drafted and current awaiting signoff.</p>	<p>Local Area Agreement: section accounts on 'Typhoon' /office and admin/office and admin typing / Governance /Evidence Documents/ LAA Draft Submission 3 final</p>	<p>16.4.08</p>	<p>Draft document awaiting sign off. CDU advised that the draft changes daily until sign off. Current Copy sourced - however requires constant review.</p>	<p>Mary Readman</p>	<p>Jun-08</p>	
				<p>Service Unit specific consultation Initiatives:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>A Community Advisory Panel has been established in order for resident participation and feedback to driver service improvement and contribute to strategic planning, priorities and targets.</p>	<p>Community Advisory Panel</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.</p>	<p>Best Value Performance Plan</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>A Transitional plan has been produced by the Council in order to maintain focus on the Council's vision, corporate objectives and priorities in light of the Local Government Reorganisation and provides the basis of clear leadership for the Council and its partners and community throughout the remaining lifespan of the Council.</p>	<p>Transition Plan: section accounts on 'Typhoon' /office and admin/office and admin typing / Governance / Evidence Documents/transitional plan Final working draft Feb 08.doc</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
			<p>2.12 When working in partnership ensure that members are clear about their roles and responsibilities both individually and collectively in relationship to the partnership and to the authority</p>	<p>Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existng partnerships.</p>	<p>Partnership Framework</p>	<p>16.4.08</p>	<p>Action Plan required for implementation of Partnership Framework using proportionate allocation of resource</p>	<p>Stuart Wardle</p>	<p>Sep-08</p>
		<p>Risk Management Strategy and Policy approved, in place and reviewed January 2008. Partnerships are not specifically mentioned in Risk Management Strategy and Policy.</p>		<p>Risk Management Strategy</p>	<p>16.4.08</p>	<p>Review Risk Management Strategy and Policy and include links with Partnership Framework abd Partnership Action Plan.</p>	<p>Stuart Wardle</p>	<p>Oct-08</p>	
		<p>A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.</p>		<p>Local Code of Governance: section accounts on 'Typhoon' /office and admin/office and admin typing/Governance/Local Code of Governance 2008-09</p>	<p>22.5.08</p>	<p>Evidence obtained- awaiting approval/adoption by Executive & Audit Committee</p>	<p>Stuart Wardle</p>	<p>22.5.08</p>	
		<p>The Council issued a report via the monitoring Officer in 2004-2005 relating to members liabilities when working with outside bodies and the associated risks attached to working in such partnerships.</p>		<p>Outside bodies advice</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
		<p>Local Area Agreement drafted and current awaiting signoff.</p>		<p>Local Area Agreement: section accounts on 'Typhoon' /office and admin/office and admin typing / Governance /Evidence Documents/ LAA Draft Submission 3 final</p>	<p>16.4.08</p>	<p>Draft document awaiting sign off. CDU advised that the draft changes daily until sign off. Current Copy sourced - however requires constant review.</p>	<p>Mary Readman</p>	<p>Jun-08</p>	

				The East Durham Local Strategic Partnership comprises community stakeholders from the public, private and voluntary sectors. Feedback mechanisms are clarified in the LSP's Constitution and further elaborated on in the Community Strategy.	Local Strategic Partnership	16.4.08	Evidence obtained No Further Action Required			
<p>PRINCIPLE 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles</p>	<p>Ensuring relationships between the authority, its partners and the public are clear so that each knows what to expect of each other</p>	<p>2.13</p> <p>When working in partnership: - ensure there is clarity about the legal status of the partnership; - ensure the representatives of organisations both understand and make clear to all other partners the extent of their authority to bind the organisation to partner decisions</p>	Partnership Framework is in place and includes clearly defined Principles and tools which emphasise good practice in relation to clarity. The Partnership Checklist does not currently include any references to contractual arrangements.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08		
			Risk Management Strategy and Policy approved, in place and reviewed January 2008. Partnerships are not specifically mentioned in Risk Management Strategy and Policy.	Risk Management Strategy	16.4.08	Review Risk Management Strategy and Policy and include links with Partnership Framework and Partnership Action Plan.	Stuart Wardle	Oct-08		
			Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.	Best Value Performance Plan	16.4.08	Evidence obtained No Further Action Required				
			A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.	Local Code of Governance: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Local Code of Governance 2008-09	22.5.08	Evidence obtained- awaiting approval/adoption by Executive & Audit Committee	Stuart Wardle	22.5.08		
<p>Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour</p>	<p>Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance</p>	<p>3.1</p> <p>Ensure that the authority's leadership sets a tone for the organisation by creating a climate of openness, support and respect</p>	The Council's Constitution clearly sets out the arrangements to create an environment of transparency, probity, respect and dignity; Member & Officer Protocol - Part 5 - Codes and Protocols p240-243 Anti Fraud & Corruption Strategy - Financial Regulations Section 4.iv p.188 Confidential Reporting Code - Financial Regulations Section 4.i p.181	Constitution	16.4.08	Evidence obtained No Further Action Required				
			The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required				
			The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required				
			The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required				
			The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required				
			"Working together Guide" issued to all staff and members provides a clear guide that covers: The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required				
			The Council has adopted a Standards Committee to promote and maintain high standards of conduct by members and co-opted members as outlined in the members Council's Code of Conduct.	Standards Committee	16.4.08	Evidence obtained No Further Action Required				
			<p>3.2</p> <p>Ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols</p>	The Council's Constitution clearly sets out the arrangements to create an environment of transparency, probity, respect and dignity; Member & Officer Protocol - Part 5 - Codes and Protocols p240-243 Anti Fraud & Corruption Strategy - Financial Regulations Section 4.iv p.188 Confidential Reporting Code - Financial Regulations Section 4.i p.181	Constitution	16.4.08	Evidence obtained No Further Action Required			
				The Council has implemented a Performance Appraisal System which reviews: Known facts about the postholder's performance. Training and development needs. Clarification on the postholders job description and key roles/responsibilities. Employee Welfare.	Performance Appraisal System: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/appraisal guidance	16.4.08	Evidence obtained No Further Action Required.			
The Council has implemented a Complaints Procedure. Feedback received is used to monitor service delivery and inform improvements in service delivery.	Complaints Procedure	16.4.08		Evidence obtained No Further Action Required						
			The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required				

				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required				
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required				
Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour	Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance	3.2	Ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols	The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required				
				"Working together Guide" issued to all staff and members provides a clear guide that covers; The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon' /office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required				
				The Council has adopted a Standards Committee to promote and maintain high standards of conduct by members and co-opted members as outlined in the members Council's Code of Conduct.	Standards Committee	16.4.08	Evidence obtained No Further Action Required				
				The Council's Constitution clearly sets out the arrangements to create an environment of transparency and probity, Standing Orders & Financial Regulations - Part 4 Rules of Procedure p. 154-197 Codes of Conduct - Part 5 - codes and Protocols p. 226-243 Related Party Transactions - Officer Employment Procedure Rules p. 221-235	Constitution	16.4.08	Evidence obtained No Further Action Required				
					The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
					The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
					The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
					The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
					"Working together Guide" issued to all staff and members provides a clear guide that covers; The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon' /office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required			
				3.4	Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations and communicate these with members, staff, the community and partners	The Council's Constitution clearly sets out the arrangements to create an environment of transparency, probity, respect and dignity; Member & Officer Protocol - Part 5 - Codes and Protocols p240-243 Anti Fraud & Corruption Strategy - Financial Regulations Section 4.iv p.188 Confidential Reporting Code - Financial Regulations Section 4.i p.181	Constitution	16.4.08	Evidence obtained No Further Action Required		
			The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.			Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
			The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.			Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			

			Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.	Corporate Plan	16.4.08	Evidence obtained No Further Action Required			
			The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
			The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour	Ensuring that organisational values are put into practice and are effective	3.4	Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations and communicate these with members, staff, the community and partners	"Working together Guide" issued to all staff and members provides a clear guide that covers; The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required		
		3.5	Put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards and monitor their continuing effectiveness in practice.	The Council's Constitution clearly sets out the arrangements to create an environment of transparency, probity, respect and dignity; Member & Officer Protocol - Part 5 - Codes and Protocols p240-243 Anti Fraud & Corruption Strategy - Financial Regulations Section 4.iv p.188 Confidential Reporting Code - Financial Regulations Section 4.i p.181	Constitution	16.4.08	Evidence obtained No Further Action Required		
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its' commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required		
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required		
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required		
				The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required		
				"Working together Guide" issued to all staff and members provides a clear guide that covers; The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required		
				The Council's Constitution clearly sets out the disclosure of personal and prejudicial interests in the Members Code of Conduct - Part 2, Interests p. 231	Register of Interests	16.4.08	Evidence required. David Taylor to reiterate policy to staff and Members	David Taylor	Sep-08
		The Council has adopted a Standards Committee to promote and maintain high standards of conduct by members and co-opted members as outlined in the members Council's Code of Conduct.	Standards Committee	16.4.08	Evidence obtained No Further Action Required				
		3.6	Develop and maintain an effective standards committee.	The Council's Constitution includes the provision for the implementation of a Standards Committee; Standards Committee Terms of Reference - Article 9 p. 21-22 Article 12 confirms the responsibilities of the Monitoring officer.	Constitution	16.4.08	Evidence obtained....Keep Under Review	David Taylor	Sep-08
				The Council has adopted a Standards Committee to promote and maintain high standards of conduct by members and co-opted members as outlined in the members Council's Code of Conduct and effectively monitors developments in the Ethical Standards Framework.	Standards Committee	16.4.08	Evidence obtained No Further Action Required		
				The Council has adopted a Standards Committee to promote and maintain high standards of conduct by members and co-opted members as outlined in the members Council's Code of Conduct and effectively monitors developments in the Ethical Standards Framework.	Standards Committee Reports				
The Council receive an annual report from the Local Government Ombudsman in relation to the complaints they receive. This report is then used to inform on the Council's performance and complaint handling arrangements and acts as a driver for service improvement. The Ombudsman would only be involved in relation to 3.6 where members have been criticised.	Ombudsman Complaints			16.4.08	Evidence obtained No Further Action Required				
The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group			16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.				

				The Full Council meet annually in accordance with the Local Government Act 1972, in which the Membership and meeting dates of the Standards Committee are agreed for the forthcoming year. In addition to this, items which require full Council approval (such as changes to the Council's Constituion) that impact the Standards Committee are also raised for consideration and approval.	Annual Report To Council	16.4.08	Evidence obtained No Further Action Required			
		3.7	Use the organisations shared values to act as a guide to decision making and as a basis for developing positive and trusting relationships within the authority	The Council's Constitution acts as the key document for all of the Council's undertakings and decision making structures.	Constitution	16.4.08	Evidence obtained No Further Action Required			
Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour	Ensuring that organisational values are put into practice and are effective	3.7	Use the organisations shared values to act as a guide to decision making and as a basis for developing positive and trusting relationships within the authority	Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.	Corporate Plan	16.4.08	Evidence obtained No Further Action Required			
				Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.	Community Strategy	16.4.08	Evidence obtained No Further Action Required			
				Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existitng partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
		3.8	In pursuing the vision of a partnership, agree a set of values against which decisions making and actions can be judged. Such values must be demonstrated by partners behaviour both individually and collectively	Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existitng partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
				Use of Resources Assessment 2006 completed by the Audit Commission April 2007. Independent assessment is part of the Council's review and monitoring process to report on the adequacy of it's Corporate Governance arrangements.	Use of Resources Assessment	16.4.08	Evidence obtained No Further Action Required			
				Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.	Corporate Plan	16.4.08	Evidence obtained No Further Action Required			
PRINCIPLE 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk	Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny	4.1	Develop and maintain an effective scrutiny function which encourages constructive challenge and enhances the authority's performance overall and that of any organisation for which it is responsible	The Council's Constitution includes the provision for the implementation of a Scrutiny Committee Scrutiny Committee Terms of reference Article 6 p.17-18	Constitution	16.4.08	Evidence obtained No Further Action Required			
				Under Article 6 of the Council's Constitution, Scrutiny Committees must report annually to Council on their work and make recommendations for future Work Programmes.	Scrutiny Annual Report	16.4.08	Evidence obtained No Further Action Required			
				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon' /office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - stectured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.			
				Service Unit Reporting mechanisms are embedded ithn the Council and are subject to regular review via their respective Scrutiny Committees.	Service Delivery Reports	16.4.08	Evidence obtained No Further Action Required			
		The Scrutiny annual report is inclusive of the Work Programmes planned for the forthcoming year.	Work Programmes	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08			
		4.2	Develop and maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are made	The Council's Constitution acts as the key document for all of the Council's undertakings and decision making structures.	Constitution	16.4.08	Evidence obtained No Further Action Required			
				The Council has an adopted an approved Risk Management Strategy and Policy. The Council's corporate risks are reviewed annually with mitigating actions used to control the risks. The Council's risk register contributes to the prioritisation of key work areas and actions required to undertake them.	Risk Register	16.4.08	Corporate risk Review for 2008-09 needs completing.	Stuart Wardle	Jun-08	
By law, the Council must produce an accurate record of all decisions taken and recommendations made by the Council and its Committees and Panels.	All Committee Reports			16.4.08	Evidence obtained No Further Action Required					

		4.3	Put in place arrangements to safeguard members and employees against conflicts of interest and put in place appropriate processes to ensure that they continue to operate in practice	The Council's Constitution clearly sets out the arrangements to create an environment of transparency and probity, Member & Officer Protocol - Part 5 - Codes and Protocols p240-243	Constitution	16.4.08	Evidence obtained No Further Action Required			
				The Council's Constitution clearly sets out the disclosure of personal and prejudicial interests in the Members Code of Conduct - Part 2, Interests p. 231	Register of Interests	16.4.08	Evidence required. David Taylor to reiterate policy to staff and Members	David Taylor	Sep-08	
PRINCIPLE 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk	Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny	4.4	Develop and maintain an effective audit committee (or equivalent) which is independent of the executive and scrutiny functions or make other appropriate arrangements for the discharge of the functions of such a committee	The Council's Constitution includes the provision for the implementation of an Audit Committee Audit Committee Terms of Reference - Part 3 - Responsibility For Functions p. 63-67	Constitution	16.4.08	Evidence obtained No Further Action Required			
				Audit Committee training would have been included as part of the Member Charter (outlined in member training and development). Due to the impact of the LLR, member training has been de-prioritised. Some Audit Committee and Risk Management training has been completed "in house".	Audit Committee Training: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group section accounts on 'Typhoon'/office and admin/office and admin/risk management training	16.4.08	Evidence obtained No Further Action Required			
			Meetings of the Audit Committee are fully supported with minutes, available on the Council website.	Audit Committee Reports	16.4.08	Evidence obtained No Further Action Required				
		4.5	Ensure that effective, transparent and accessible arrangements are in place for dealing with complaints	The Council has implemented a Complaints Procedure. Feedback received is used to monitor service delivery and inform improvements in service delivery.	Complaints Procedure	16.4.08	Evidence obtained No Further Action Required			
				Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Strategy/Budget Setting Process/VFM	Performance Management Framework	16.4.08	Evidence obtained No Further Action Required			
				The Council receive an annual report from the Local Government Ombudsman in relation to the complaints they receive. This report is then used to inform on the Council's performance and complaint handling arrangements and acts as a driver for service improvement.	Ombudsman Complaints	16.4.08	Evidence obtained No Further Action Required			
		4.6	Ensure that those making decisions whether for the authority or the partnership are provided with information that is fit for the purpose – relevant, timely and gives clear explanations of technical issues and their implications	The Council have developed and implemented a full member induction programme which is diarised and feedback from delegates is sought after their induction which is used to feed into further service improvements.	Member Induction Programme: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/member induction and feedback	16.4.08	Evidence obtained No Further Action Required			
				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NERO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.			
Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework			16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08			
The Council has an adopted an approved Risk Management Strategy and Policy. The Council's corporate risks are reviewed annually with mitigating actions used to control the risks. The Council's risk register contributes to the prioritisation of key work areas and actions required to undertake them.	Risk Register			16.4.08	Corporate risk Review for 2008-09 needs completing.	Stuart Wardle	Jun-08			
The Council's Constitution acts as the key document for all of the Council's undertakings and decision making structures - Article 13 Decision making.	Constitution			16.4.08	Evidence obtained No Further Action Required					

				The Council has adopted and approved a report writing protocol which clearly sets out the criteria and implications required to be considered and included in reports.	Reporting Protocol: section accounts on 'Typhoon' /office and admin/office and admin typing/Governance/Evidence Documents/2008 Protocol for Report Writing	16.4.08	Evidence obtained No Further Action Required				
			4.7	Ensure that professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making and used appropriately	Legal and Financial implications are considered and recorded as part of all decisions and included within all committee reports	All Committee reports	16.4.08	Evidence obtained No Further Action Required			
					The Council's Constitution acts as the key document for all of the Council's undertakings and decision making structures.	Constitution	16.4.08	Evidence obtained No Further Action Required			
<p>PRINCIPLE 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk</p>	<p>Ensuring that an effective risk management system is in place</p>	<p>4.8</p> <p>Ensure that risk management is embedded into the culture of the authority, with members and managers at all levels recognizing that risk management is part of their jobs</p>		The Council has an adopted and approved Risk Management Policy, which clearly states that the management of risk is everyone's responsibility.	Risk Management Policy	16.4.08	Evidence obtained No Further Action Required				
				The Council has an adopted and approved Risk Management Strategy, covering: Corporate risk identification, profiling, action planning and review Directorate, service unit, work area risk identification, profiling, action planning and review Embedding risk management at Easington This is embedded within the Council and the responsibility for risk management is included within relevant job descriptions and is monitored via the strategy's assurance function.	Risk Management Strategy	16.4.08	Evidence obtained No Further Action Required				
				The Council have formed a Risk Management Strategy Steering Group with clear terms of reference. The group includes member and director representation and is charged with develop a co-ordinating a Risk Management Strategy, and is responsible for implementing the Council's philosophy towards the management of risk, which is outlined by the Risk Management Policy Statement	Risk Management Strategy Steering Group	16.4.08	Evidence obtained No Further Action Required				
				The Council's Constitution clearly outlines the provision for the development of a risk management culture; Audit Committee Terms of Reference - Part 3 - Responsibility For Functions p. 63-67 Article 7 of the Constitution specifies the role of the Executive and Section 3 of Responsibility for Functions clearly specifies the roles of each Executive member. Financial regulations - Rules of Procedure p. 154-197	Constitution	16.4.08	Evidence obtained No Further Action Required				
				The Council's Risk Management function have developed a Risk Management Performance Work Plan which clearly sets out the functions strategic and operational objectives, tasks and actions required to embed Risk Management into the Council's culture.	Risk Management Performance Work Plan	16.4.08	Evidence obtained No Further Action Required				
				Use of Resources Assessment 2006 completed by the Audit Commission April 2007. Independent assessment is part of the Council's review and monitoring process to report on the adequacy of it's risk management arrangements.	Use of Resources Assessment	16.4.08	Evidence obtained No Further Action Required				
				The Council has an adopted an approved Risk Management Strategy and Policy. The Council's corporate risks are reviewed annually with mitigating actions used to control the risks. The Council's risk register contributes to the prioritisation of key work areas and actions required to undertake them.	Risk Register	16.4.08	Corporate risk Review for 2008-09 needs completing.	Stuart Wardle	Jun-08		
				The Council have introduced Service Plans which link Service Plan objective and priorities to Corporate objectives which are three year documents and monitored, reviewed and revised annually. Service Plans include a list of the plans key risks and how they will be controlled.	Service Planning Guidance: section accounts on 'Typhoon' / office and admin/office and admin typing/Governance/Evidence Documents/Service Planning guidance 2007	16.4.08	Evidence obtained No Further Action Required				
				Meetings of the Audit committee are fully supported with minutes which re enforce the assurance function of the Council's risk management arrangements.	Audit Committee Reports	16.4.08	Audit commission annual report and inspection letter, Internal audit reports. No Further Action Required				
				4.9	Ensure that arrangements are in place for whistle-blowing to which staff and all those contracting with the authority have access	The Council's Constitution set out clear guidelines for whistle blowing arrangements; Confidential Reporting Code - (Financial Regulations Section 4.1 p.181)	Constitution	16.4.08	Evidence obtained Further Action Required Monitoring Officer to reiterate existing arrangements	David Taylor	Sep-08
			"Working together Guide" issued to all staff and members provides a clear guide that covers; The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon' /office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required					

				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.					
							Officer Training and Development Plans:	16.4.08	Staff Training and Developemnt and One to One Appraisals No Further Action Required			
				Using their legal powers to the full benefit of the citizens and communities in their area	4.10	Actively recognise the limits of lawful activity placed on them by, for example, the ultra vires doctrine but also strive to utilise powers to the full benefit of their communities	The Council's Constitution clearly sets out the arrangements to create an environment of transparency and probity, Standing Orders & Financial Regulations - Part 4 Rules of Procedure p. 154-197 Article 12 confirms the responsibilities of the Monitoring Officer.	Constitution	16.4.08	Evidence obtained No Further Action Required		
			Monitoring Officer's Job Description clearly states accountability and responsibility for the Council's probity, legislative and regulatory compliance.	Monitoring Officer Job Description:	16.04.08	Evidence obtained No Further Action Required	Reg Gott	May-08				
PRINCIPLE 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk	Using their legal powers to the full benefit of the citizens and communities in their area	4.10	Actively recognise the limits of lawful activity placed on them by, for example, the ultra vires doctrine but also strive to utilise powers to the full benefit of their communities	The Council has adopted and approved a report writing protocol which clearly sets out the legal criteria and implications required to be considered and included in reports.	Reporting Protocol: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/2008 Protocol for Report Writing	16.4.08	Evidence obtained No Further Action Required					
			Recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on local authorities by public law	A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.	Local Code of Governance: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Local Code of Governance 2008-09	22.5.08	Evidence obtained- awaiting approval/adoption by Executive & Audit Committee	Stuart Wardle	22.5.08			
				The Council's Constitution clearly sets out the arrangements to create an environment of transparency and probity, Standing Orders & Financial Regulations - Part 4 Rules of Procedure p. 154-197 Article 12 confirms the responsibilities of the Monitoring Officer.	Constitution	16.4.08	Evidence obtained No Further Action Required					
				The Council has adopted and approved a report writing protocol which clearly sets out the legal criteria and implications required to be considered and included in reports.	Reporting Protocol: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/2008 Protocol for Report Writing	16.4.08	Evidence obtained No Further Action Required					
				The Council has an adopted an approved Risk Management Strategy and Policy. The Council's corporate risks are reviewed annually with mitigating actions used to control the risks. The Council's risk register contributes to the prioritisation of key work areas and actions required to undertake them. The Council's "STORM" methodology when undertaking risk assessments includes the consideration of legal risk.	Risk Register	16.4.08	Corporate risk Review for 2008-09 needs completing.	Stuart Wardle	Jun-08			
				Observe all specific legislative requirements placed upon them, as well as the requirements of general law, and in particular to integrate the key principles of good administrative law – rationally, legality and natural justice – into their procedures and decision-making processes.	The Council's Constitution clearly sets out the arrangements to create an environment of transparency and probity, Standing Orders & Financial Regulations - Part 4 Rules of Procedure p. 154-197 Article 12 confirms the responsibilities of the Monitoring Officer.	Constitution	16.4.08	Evidence obtained No Further Action Required				
					The Council has adopted and approved a report writing protocol which clearly sets out the legal criteria and implications required to be considered and included in reports which are evidenced on the Council's website.	All Committee Reports	16.4.08	Evidence obtained No Further Action Required				
					The Council has an adopted an approved Risk Management Strategy and Policy. The Council's corporate risks are reviewed annually with mitigating actions used to control the risks. The Council's risk register contributes to the prioritisation of key work areas and actions required to undertake them. The Council's "STORM" methodology when undertaking risk assessments includes the consideration of legal risk.	Risk Register	16.4.08	Corporate risk Review for 2008-09 needs completing.	Stuart Wardle	Jun-08		

<p>PRINCIPLE 5 Developing the capacity and capability of members and officers to be effective</p>	<p>Making sure members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</p>	<p>5.1</p>	<p>Provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis</p>	<p>The Council has drafted an Organisational Development Strategy that is required as part of its' key elements, the need to:</p> <ul style="list-style-type: none"> • ensure staff know what is expected of them and are trained and motivated to help design and deliver high quality services. • Ensure our staff are rewarded and recognised for their achievements. • Ensure our staff are supported by strong leadership and their well being cared for particularly in times of major change. • Ensure our staff have the opportunity to engage in the delivery of services and improve them. • Ensure our staff are encouraged to be innovative and creative 	<p>Organisational Development Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ Organisational Development Strategy November 2004</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required. Latest version sourced from CDU is a draft version from 2004.</p>						
			<p>The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.</p>	<p>Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.</p>							
				<p>Officer Training and Development Plans:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>							
				<p>Staff Development and Appraisal Scheme:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>							
			<p>PRINCIPLE 5 Developing the capacity and capability of members and officers to be effective</p>	<p>Making sure members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</p>	<p>5.1</p>	<p>Provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis</p>	<p>"Working together Guide" issued to all staff and members provides a clear guide that covers: The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.</p>	<p>Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>			
						<p>The Council fully supports the CPD Scheme and can be evidence through an individual's training and development plan where appropriate however the Council do not operate any structured CPD scheme as such.</p>	<p>CPD Scheme:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>				
						<p>A Transitional plan has been produced by the Council in order to maintain focus on the Council's vision, corporate objectives and priorities in light of the Local Government Reorganisation and provides the basis of clear leadership for the Council and its partners and community throughout the remaining lifespan of the Council.</p>	<p>Transition Plan: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/transitional plan Final working draft Feb 08.doc</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>				
						<p>In light of the LGR, members PDP's have been reviewed in order to meet their emerging needs for the new Unitary authority. Arrangements have been made to initially review members PDPs, and in conjunction with NEREO, undertake interviews with members to assess the training and development required.</p>	<p>Members PDP's: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ members pdp</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>				
							<p>Staff Induction Programme:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>				
						<p>The Council have developed and implemented a full member induction programme which is diarised and feedback from delegates is sought after their induction which is used to feed into further service improvements.</p>	<p>Member Induction Programme: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/member induction and feedback</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>				
				<p>One to One Appraisals:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>							
		<p>5.2</p>	<p>Ensure that the statutory officers have the skills, resources, and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority</p>		<p>Training and development plans:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>						
					<p>One to One Appraisals:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>						
			<p>"Working together Guide" issued to all staff and members provides a clear guide that covers: The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.</p>	<p>Working Together Guide: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/Working Together Guide</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>							
			<p>The Council fully supports the CPD Scheme and can be evidence through an individual's training and development plan where appropriate however the Council do not operate any structured CPD scheme as such.</p>	<p>CPD Scheme:</p>	<p>16.4.08</p>	<p>Evidence obtained No Further Action Required</p>							

PRINCIPLE 5 Developing the capacity and capability of members and officers to be effective	Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group	5.3	Assess the skills required by members and officers and make commitment to develop those skills to enable roles to be carried out effectively	The Council's Constitution includes a Scheme of Delegation outlined in Part 3.	Scheme of Delegation	16.4.08	Evidence obtained No Further Action Required			
				The Council holds job descriptions and person specifications for each post at the Council which clearly outline the responsibilities, knowledge, skills and experience required to perform their respective duties.	Job Descriptions/Person specifications:	16.4.08	Evidence obtained No Further Action Required			
				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Staff Training and development plans:	16.4.08	Evidence obtained No Further Action Required			
				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - stectured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.			
				In light of the LGR, members PDP's have been reviewed in order to meet their emerging needs for the new Unitary authority. Arrangements have been made to intially review members PDPs, and in conjunction with NEREO, undertake interviews with members to assess the training and development required.	Members PDP's: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ members pdp	16.4.08	Evidence obtained No Further Action Required			
					One to One Appraisals:	16.4.08	Evidence obtained No Further Action Required			
				The Council has drafted an Orgainisational Development Strategy that is required as part of its' key elements, the need to; • ensure staff know what is expected of them and are trained and motivated to help design and deliver high quality services. • Ensure our staff are rewarded and recognised for their achievements. • Ensure our staff are supported by strong leadership and their well being cared for particularly in times of major change. • Ensure our staff have the opportunity to engage in the delivery of services and improve them. • Ensure our staff are encouraged to be innovative and creative	Organisational Development Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ Organisational Development Strategy November 2004	16.4.08	Evidence obtained No Further Action Required. Latest version sourced from CDU is a draft version from 2004.			
				The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - stectured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.			
				The Council has drafted an Orgainisational Development Strategy that is required as part of its' key elements, the need to; • ensure staff know what is expected of them and are trained and motivated to help design and deliver high quality services. • Ensure our staff are rewarded and recognised for their achievements. • Ensure our staff are supported by strong leadership and their well being cared for particularly in times of major change. • Ensure our staff have the opportunity to engage in the delivery of services and improve them. • Ensure our staff are encouraged to be innovative and creative	Organisational Development Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ Organisational Development Strategy November 2004	16.4.08	Evidence obtained No Further Action Required. Latest version sourced from CDU is a draft version from 2004.			
				5.5	Ensure that effective arrangements are in place for reviewing the performance of the executive as a whole and of individual members and agreeing an action plan which might, for example, aim to address any training and development needs	Performance Management Framework in place and included within the BVPP. Performance Management Framework covers; Community Strategy Council's Mission Corporate Plan Service Plans Financial Stategy/Budget Setting Process/VFM	Performance Management Framework	16.4.08	Evidence obtained No Further Action Required	
	Audt Committee in place. Audit Committee functions outlined in the Council Constitution - Part 3 Responsibility For functions p.63.		Audit Committee Reports (Arrangements For)	16.4.08	Evidence obtained No Further Action Required					
	Audit Committee Reports are current, up to date and avaiable on the Council's website		Audit Committee Reports	16.4.08	Evidence obtained No Further Action Required					

PRINCIPLE 5 Developing the capacity and capability of members and officers to be effective			The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.				
			The Council's Constitution includes the provision for the implementation of a Scrutiny Committee	Scrutiny Constitution	16.4.08	Evidence obtained No Further Action Required				
			Under Article 6 of the Council's Constitution, Scrutiny Committees must report annually to Council on their work and make recommendations for future Work Programmes.	Scrutiny Annual Report	16.4.08	Evidence obtained No Further Action Required				
			In light of the LGR, members PDP's have been reviewed in order to meet their emerging needs for the new Unitary authority. Arrangements have been made to initially review members PDPs, and in conjunction with NEREO, undertake interviews with members to assess the training and development required.	Members PDP's: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ members pdp	16.4.08	Evidence obtained No Further Action Required				
	Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal	5.6	Ensure that effective arrangements designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority	Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.	Community Strategy	16.4.08	Evidence obtained No Further Action Required			
	Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal	5.6	Ensure that effective arrangements designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority	The East Durham Local Strategic Partnership comprises community stakeholders from the public, private and voluntary sectors. Feedback mechanisms are clarified in the LSP's Constitution and further elaborated on in the Community Strategy.	Local Strategic Partnership	16.4.08	Evidence obtained No Further Action Required			
				Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
				A Community Advisory Panel has been established in order for resident participation and feedback to driver service improvement and contribute to strategic planning, priorities and targets.	Community Advisory Panel	16.4.08	Evidence obtained No Further Action Required			
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates it's commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council is committed to engaging with hard to reach areas of the community and has in place an adopted Youth Forum.	Youth Forum	16.4.08	Evidence obtained No Further Action Required			
				A Communication Strategy in respect of the corporate objectives has been developed, approved and implemented. Marketing material in a range of media is used to disseminate Council aims and objectives.	Communications Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents / Communications Strategy	16.4.08	Evidence obtained No Further Action Required			
	5.7	Ensure that career structures are in place for members and officers to encourage participation and development	The Council had previously agreed to pursue a Member Charter for member development. In order to obtain Charter status the following conditions needed to be satisfied; Establishment of a member development group - which was completed. Development of a member development strategy - which was completed. Appointment of a dedicated training and development officer - not completed due to the impact of the LGR and implementation of the Transition Plan which de-prioritised this area. In terms of member courses, they are advertised to members periodically when received from NEREO by e-mail and if members are interested and the finance is available then the Scrutiny Support Manager arranges bookings electronically.	Member Training and Development: section accounts on 'Typhoon'/office and admin/office and admin/Governance / Evidence Documents/ building member capacity - draft strategy version May 06 & member development steering group	16.4.08	Evidence obtained No Further Action Required. Due to the impact of the LGR - structured training and development has been de-prioritised, however limited training is undertaken on a "piecemeal" basis.				
				Officer training and development plans:	16.4.08	Evidence obtained No Further Action Required				

			<p>The Council has drafted an Organisational Development Strategy that is required as part of its' key elements, the need to:</p> <ul style="list-style-type: none"> ensure staff know what is expected of them and are trained and motivated to help design and deliver high quality services. Ensure our staff are rewarded and recognised for their achievements. Ensure our staff are supported by strong leadership and their well being cared for particularly in times of major change. Ensure our staff have the opportunity to engage in the delivery of services and improve them. Ensure our staff are encouraged to be innovative and creative 	Organisational Development Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/ Organisational Development Strategy November 2004	16.4.08	Evidence obtained No Further Action Required. Latest version sourced from CDU is a draft version from 2004.				
			<p>The Council fully supports the CPD Scheme and can be evidence through an individual's training and development plan where appropriate however the Council do not operate any structured CPD scheme as such.</p>	CPD Scheme:	16.4.08	Evidence can be found in individuals PDP's No Further Action Required				
			<p>A Transitional plan has been produced by the Council in order to maintain focus on the Council's vision, corporate objectives and priorities in light of the Local Government Reorganisation and provides the basis of clear leadership for the Council and its partners and community throughout the remaining lifespan of the Council.</p>	Transition Plan: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents/transitional plan Final working draft Feb 08.doc	16.4.08	Evidence obtained No Further Action Required				
<p>PRINCIPLE 6 Engaging with local people and other stakeholders to ensure robust public accountability</p>	<p>Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships.</p>	<p>6.1 Make clear to themselves, all staff and the community to whom they are accountable and for what</p>	<p>Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Corporate Plan illustrates a clear set of values, vision, and mission.</p>	Corporate Plan	16.4.08	Evidence obtained No Further Action Required				
			<p>Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.</p>	Community Strategy	16.4.08	Evidence obtained No Further Action Required				
			<p>The Council's Constitution acts as the key document for all of the Council's undertakings and decision making structures.</p>	Constitution	16.4.08	Evidence obtained No Further Action Required				
			<p>Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.</p>	Best Value Performance Plan	16.4.08	Evidence obtained No Further Action Required				
			<p>Local Area Agreement drafted and current awaiting signoff.</p>	Local Area Agreement: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ LAA Draft Submission 3 final	16.4.08	Draft document awaiting sign off. CDU advised that the draft changes daily until sign off. Current Copy sourced - however requires constant review.	Mary Readman	Jun-08		
			<p>The Council has produced a draft Community Engagement Framework which reviewed findings in the Council's community engagement activities and to propose further changes to their approach to engagement. Included within the Framework is an action plan to be used to implement the proposed changes.</p>	Community Engagement Framework: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ Community Engagement Framework July 2007	16.4.08	Evidence obtained No Further Action Required				
				Customer Care Policy	16.4.08	Evidence obtained No Further Action Required				
			<p>A Community Advisory Panel has been established in order for resident participation and feedback to driver service improvement and contribute to strategic planning, priorities and targets.</p>	Community Advisory Panel	16.4.08	Evidence obtained No Further Action Required				
			<p>6.2 Consider those institutional stakeholders to whom the authority is accountable and assess the effectiveness of the relationships and any changes required</p>	<p>Use of Resources Assessment 2006 completed by the Audit Commission April 2007. Independent assessment is part of the Council's review and monitoring process to report on the adequacy of it's Corporate Governance arrangements.</p>	Use of Resources Assessment	16.4.08	Evidence obtained No Further Action Required			
				<p>Value For Money Framework in place to ensure that all Council services delivered and operations undertaken provide VFM to residents. Utilisation of the VFM Framework are reflected in the Council's Corporate Plan and Best Value Performance Plan.</p>	VFM Framework	16.4.08	Evidence obtained No Further Action Required			
<p>Annual Audit and Inspection Letter 2007 completed by Audit Commission March 2008. The Inspection Letter also includes a Direction of Travel report to inform a review of the Council's vision and effectiveness.</p>	Annual Audit & Inspection Letter	16.4.08		Evidence obtained No Further Action Required						
<p>6.3 Produce an annual report on the activity of the scrutiny function</p>	<p>The Council's Scrutiny function is fully supported by meetings and all minutes and documents thereof are included on the Council's website.</p>	Scrutiny Annual Report	16.4.08	Evidence obtained No Further Action Required						

			Under Article 6 of the Council's Constitution, Scrutiny Committees must report annually to Council on their work and make recommendations for future Work Programmes.	Constitution	16.4.08	Evidence obtained No Further Action Required			
			Scrutiny Manager's Job Description clearly states accountability and responsibility for the Council's scrutiny function.	Scrutiny Manager Job Description:	16.4.08	Evidence obtained No Further Action Required			
	Taking an active and planned approach to dialogue with the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6.4	Ensure that clear channels of communication are in place with all sections of the community and other stakeholders and put in place monitoring arrangements to ensure that they operate effectively	Community Strategy Medium Term Financial Strategy Best value performance plan Equality and Diversity policy Council website Service planning process Corporate plan Summary statement of accounts CRM System	Community Strategy	16.4.08	Evidence obtained No Further Action Required		
PRINCIPLE 6 Engaging with local people and other stakeholders to ensure robust public accountability	Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6.4	Ensure that clear channels of communication are in place with all sections of the community and other stakeholders and put in place monitoring arrangements to ensure that they operate effectively	Medium Term Financial Strategy revised March 2008. Provides a Framework in which to develop medium and long term financial plans.	Medium Term Financial Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ Medium Term Financial Strategy-revised March 2008	16.4.08	Evidence obtained Keep Under Review	Tom Bell	Oct-08
				Corporate Plan 2007-2010 completed. The Council's Corporate Plan clearly sets out corporate priorities and objectives and takes into account local and national priorities. Illustrates a clear set of values, vision, and mission.	Corporate Plan	16.4.08	Evidence obtained No Further Action Required		
				Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.	Best Value Performance Plan	16.4.08	Evidence obtained No Further Action Required		
				Statements of Accounts 2006-2007 completed. Audited accounts are made available for inspection to the public via the website or by appointment.	Statement of Accounts	16.4.08	Evidence obtained No Further Action Required		
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required		
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required		
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required		
				The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required		
				The Council have developed and implemented a customer relationship management (CRM) system which is used to inform and further improve service delivery. Information taken from the CRM is used to inform the Management Team and Scrutiny Committee.	CRM System: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/CSC monthly report march 08	16.4.08	Evidence obtained No Further Action Required		
				The Council has developed and implemented a comprehensive - award winning website to ensure clear and concise channels of communication with the residents are maintained.	Council website	16.4.08	Evidence obtained No Further Action Required		
			The Council have introduced Service Plans which link Service Plan objective and priorities to Corporate objectives which are three year documents and monitored, reviewed and revised annually.	Service Planning Guidance: section accounts on 'Typhoon' / office and admin/office and admin typing/Governance/Evidence Documents/Service Planning guidance 2007	16.4.08	Evidence obtained No Further Action Required			
		6.5	Hold meetings in public unless there are good reasons for confidentiality	Part 4 Rules of Procedure contained within the Council's Constitution set out clear guidelines for the convening and discharge of meetings.	Constitution	16.4.08	Evidence obtained No Further Action Required		
			All of the Council's Committee meetings have the provision for the public to attend (subject to statutory exemptions) and are fully supported with the minutes of meetings being made available on the Council's website.	All Committee Reports	16.4.08	Evidence obtained No Further Action Required			

		6.6	Ensure that arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands.	Community Strategy in place. Priorities and objectives in the Community Strategy are aligned with corporate priorities and objectives.	Community Strategy	16.4.08	Evidence obtained No Further Action Required			
				The East Durham Local Strategic Partnership comprises community stakeholders from the public, private and voluntary sectors. Feedback mechanisms are clarified in the LSP's Constitution and further elaborated on in the Community Strategy.	Local Strategic Partnership	16.4.08	Evidence obtained No Further Action Required			
				Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
PRINCIPLE 6 Engaging with local people and other stakeholders to ensure robust public accountability	Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6.6	Ensure that arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands.	A Community Advisory Panel has been established in order for resident participation and feedback to driver service improvement and contribute to strategic planning, priorities and targets.	Community Advisory Panel	16.4.08	Evidence obtained No Further Action Required			
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates its commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council has produced a draft Community Engagement Framework which reviewed findings in the Council's community engagement activities and to propose further changes to their approach to engagement. Included within the Framework is an action plan to be used to implement the proposed changes.	Community Engagement Framework: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ Community Engagement Framework July 2007	16.4.08	Evidence obtained No Further Action Required			
				A Communication Strategy in respect of the corporate objectives has been developed, approved and implemented. Marketing material in a range of media is used to disseminate Council aims and objectives.	Communications Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents / Communications Strategy	16.4.08	Evidence obtained No Further Action Required			
				The Council have developed and implemented a customer relationship management (CRM) system which is used to inform and further improve service delivery. Information taken from the CRM is used to inform the Management Team and Scrutiny Committee.	CRM System: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Evidence Documents/CSC monthly report march 08	16.4.08	Evidence obtained No Further Action Required			
						6.7	Establish a clear policy on the types of issues they will meaningfully consult on or engage with the public and service users about, including a feedback mechanism for those consultees to demonstrate what has changed as a result.	Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existing partnerships.	Partnership Framework	16.4.08
The Council has produced a draft Community Engagement Framework which reviewed findings in the Council's community engagement activities and to propose further changes to their approach to engagement. Included within the Framework is an action plan to be used to implement the proposed changes.	Community Engagement Framework: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance /Evidence Documents/ Community Engagement Framework July 2007	16.4.08	Evidence obtained No Further Action Required							

			A Communication Strategy in respect of the corporate objectives has been developed, approved and implemented. Marketing material in a range of media is used to disseminate Council aims and objectives.	Communications Strategy: section accounts on 'Typhoon'/office and admin/office and admin typing / Governance / Evidence Documents / Communications Strategy	16.4.08	Evidence obtained No Further Action Required				
			A Community Advisory Panel has been established in order for resident participation and feedback to driver service improvement and contribute to strategic planning, priorities and targets.	Community Advisory Panel	16.4.08	Evidence obtained No Further Action Required				
				Service Unit specific consultation Initiatives:	16.4.08	Evidence required from Heads of Service	Heads of Service	May-08		
		6.8	On an annual basis, publish a performance plan giving information on the authority's vision, strategy, plans and financial statements as well a information about its outcomes, achievements and satisfaction of service users in the previous period	Best Value Performance Plan 2007 completed. BVPP includes the Council's performance arrangements and progress against national and local targets set out in the Corporate Plan.	Best Value Performance Plan	16.4.08	Evidence obtained No Further Action Required			
PRINCIPLE 6 Engaging with local people and other stakeholders to ensure robust public accountability	Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6.8	On an annual basis, publish a performance plan giving information on the authority's vision, strategy, plans and financial statements as well a information about its outcomes, achievements and satisfaction of service users in the previous period	Partnership Framework in place which includes a partnership checklist to demonstrate a business case when entering into partnerships and a partnership review tool to review existitng partnerships.	Partnership Framework	16.4.08	Action Plan required for implementation of Partnership Framework using proportionate allocation of resource	Stuart Wardle	Sep-08	
				Statements of Accounts 2006-2007 completed. Audited accounts are made available for inpection to the public via the website or by appointment.	Statement of Accounts	16.4.08	Evidence obtained No Further Action Required			
		6.9	Ensure that the authority as a whole is open and accessible to the community, service users and its staff to ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.	Constitution Monitoring officer Local Code of Governance DPA policy Publication scheme	Equality & Diversity Policy Statement of Internal Control Annual governance statement FOI statement Complaints Procedure	Constitution	16.4.08	Evidence obtained No Further Action Required		
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates it's commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.	Local Code of Governance: section accounts on 'Typhoon'/office and admin/office and admin typing/Governance/Local Code of Governance 2008-09	22.5.08	Evidence obtained- awaiting approval/adoption by Executive & Audit Committee	Stuart Wardle	22.5.08	
				Statement of Internal Control completed and signed off 2006-2007, pending replacement by the Council's Annual Governance Statement.	Statement Of Internal Control	16.4.08	Evidence obtained No Further Action Required			
				Annual Governance Report 2005-2006 completed by Audit Commission September 2006. Independant assessment is part of the Council's review and monitoring process to report on the adequacy of it's Corporate Governance arrangements.	Audit Commission Annual Governance Report	16.4.08	Evidence obtained No Further Action Required			

				The Council has adopted a Data Protection Act policy in order to demonstrate its commitment to information governance and comply with its statutory duties of such.	Data Protection Act	16.4.08	Evidence obtained No Further Action Required			
				The Council has adopted a Freedom of Information policy in order to demonstrate its commitment to information governance and comply with its statutory duties of such.	Freedom of Information	16.4.08	Evidence obtained No Further Action Required			
				The Council has developed a Publication Scheme in order to demonstrate its commitment to information governance and comply with its statutory duties of such.	Publication Scheme	16.4.08	Evidence obtained No Further Action Required			
				The Council has implemented a Complaints Procedure. Feedback received is used to monitor service delivery and inform improvements in service delivery.	Complaints Procedure	16.4.08	Evidence obtained No Further Action Required			
				The Council's approved and adopted Respect and Dignity Policy acts as a framework for the Council's approach to equal opportunity stewardship and advocacy and demonstrates it's commitment to openness, support and respect.	Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Equality and Diversity Policy is identical to the Council's Respect and Dignity Policy. Also found in the Working Together Guide.	Equality and Diversity Policy: Refer to the Respect and Dignity Policy	16.4.08	Evidence obtained. Also found in the Working Together Guide. No Further Action Required			
				The Council has drafted a Race Equality Scheme which sets out how the Council will meet its general and specific duties outlined under the Race Relations (Amendment) Act 2000.	Race Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
PRINCIPLE 6 Engaging with local people and other stakeholders to ensure robust public accountability	Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6.9	Ensure that the authority as a whole is open and accessible to the community, service users and its staff to ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.	The Council has drafted a Disability Equality Scheme in order to identify and eliminate barriers to access to services that disabled people may face and as part of the Council's embedding of Equality and Diversity throughout all of its' activities.	Disability Equality Scheme	16.4.08	Evidence obtained No Further Action Required			
				Statement of Internal Control completed and signed off 2006-2007, pending replacement by the Council's Annual Governance Statement.	Statement Of Internal Control	16.4.08	Evidence obtained No Further Action Required			
				A Code of Corporate Governance in line with the CIPFA/SOLACE guidance relevant to the type of authority has been developed by the authority and is currently awaiting approval by Management Team. A communication strategy in relation to the Code has been developed, approved and implemented. There are clear arrangements for continuously monitoring compliance with the Code e.g. reports on compliance will be submitted to Audit Committee on a regular basis.	Local Code of Governance: section accounts on 'Typhoon' /office and admin/office and admin typing/Governance/Local Code of Governance 2008-09	22.5.08	Evidence obtained- awaiting approval/adoption by Executive & Audit Committee	Stuart Wardle	22.5.08	
				Article 12 of the Council's Constitution confirms the responsibilities of the Monitoring officer in line with statutory provisions.	Constitution	16.4.08	Evidence obtained No Further Action Required			
		6.10	Develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision making	The Council has drafted an Organisational Development Strategy that is required as part of its' key elements, the need to;	Organisational Development Strategy: section accounts on 'Typhoon' /office and admin/office and admin typing / Governance / Evidence Documents/ Organisational Development Strategy November 2004	16.4.08	Evidence obtained No Further Action Required. Latest version sourced from CDU is a draft version from 2004.			
				<ul style="list-style-type: none"> ensure staff know what is expected of them and are trained and motivated to help design and deliver high quality services. Ensure our staff are rewarded and recognised for their achievements. Ensure our staff are supported by strong leadership and their well being cared for particularly in times of major change. Ensure our staff have the opportunity to engage in the delivery of services and improve them. Ensure our staff are encouraged to be innovative and creative 	Management of Change:	16.4.08	Evidence obtained No Further Action Required			
				"Working together Guide" issued to all staff and members provides a clear guide that covers: The Council's vision, Objectives and Values. Respect and Dignity Policy. Confidential Reporting Code. Memorandum of Understanding. Peoples Charter. Training and Development.	Working Together Guide: section accounts on 'Typhoon' /office and admin/office and admin/Governance / Evidence Documents/Working Together Guide	16.4.08	Evidence obtained No Further Action Required			
					HR Strategy:	16.4.08	Evidence obtained No Further Action Required			
					One to One Appraisals:	16.4.08	Evidence obtained No Further Action Required			

				There is no specific written 'Tripartite Agreement'. It is an established forum for Executive, Management Team and Trade Unions reps to informally discuss topical issues/mutual concerns to help maintain good industrial relations	Tripartite Agreement:	16.4.08	Informal arrangement in place and clearly evidenced by tripartite meetings and demonstrable outcomes Evidence obtained No Further Action Required			
				The Council have implemented a Staff Suggestion Scheme in order to provide feedback on service improvement.	Staff Suggestion Scheme	16.4.08	Evidence obtained No Further Action Required			

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