



# ESFRS Manual Note

summary

## Local Code of Corporate Governance

### document control

Responsible Director	Author	Sig for CFO/CE	Sig for RB	Issue Date	Review Date
AD Resources/ Treasurer	AD Resources/ Treasurer			May 2016	May 2019

Related documents	

Related manuals	

### 1 Summary

- 1.1 This Code sets out for Members and officers the main principles of good governance for East Sussex Fire Authority. It is based on existing good practice within the Authority and is consistent with the CIPFA / SOLACE framework for 'Delivering Good Governance in Local Government'

## policy

### **2 Policy**

#### **2.1 What is good governance?**

2.2 Good governance is how the Authority ensures that it is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

2.3 It comprises the systems, processes, cultures and values by which the Authority is directed and controlled. Through effective governance the Authority is accountable to, engages with and, where applicable, leads the community.

#### **2.4 Purpose of the Code**

2.5 This Code is the framework within which the Authority is accountable to its users, stakeholders and the wider community. It sets out and describes the way in which the Authority carries out its functions through its Members and officers, and the procedures and processes through which it undertakes its work, and through which it aims to establish and maintain public confidence.

## procedure

### 3 Procedure

#### 3.1 The Authority's fundamental principles of good governance

3.2 The Authority is committed to the principles of good governance, and has adopted the six core principles of the CIPFA / SOLACE framework as follows:

- the Authority will focus on its purpose, creating and implementing a vision for the local area and achieving outcomes for the community;
- the Authority's Members and officers will work together to achieve a common purpose with clearly defined functions and roles;
- the Authority will promote its values and demonstrate good governance through upholding high standards of conduct and behaviour;
- the Authority will take informed and transparent decisions that promote value for money and are subject to effective scrutiny and risk management;
- the Authority will develop the capacity and capability of Members and officers to be effective;
- the Authority will engage with local people and other stakeholders to ensure robust public accountability.

3.3 The key policies that underpin the Authority's compliance with these principles are set out in Appendix 1.

3.4 The Authority recognises that establishing and maintaining a culture of good governance is as important as putting in place a framework of policies and procedures. The Authority expects Members and staff to uphold the highest standards of conduct and behaviour and to act with openness, integrity and accountability when carrying out their duties:

- **Openness** is required so that people can have confidence in our staff and our decision-making and management processes. We need to be as open as possible

## procedure

about the decisions we make and the reasons we have made them. Consulting openly and providing access to full, accurate and clear information helps us stand up to public scrutiny

- **Integrity** means straightforward dealing that is based upon honesty, selflessness and objectivity. The public expects us to manage public funds and the Authority's affairs properly and appropriately, maintaining the highest standards in all our activities. We must act in the public interest not for personal gain. We will serve the whole community and remain committed to the promotion of equalities and diversity.
- **Accountability** is the process of taking responsibility for our decisions and actions (including stewardship of public funds and all aspects of performance) and answering to external scrutiny.

3.5 These expectations are consistent with the Authority's values and the Codes of Conduct for Members and Employees.

### 3.6 Roles and responsibilities

3.7 All Members and officers are expected to commit to the Authority's principles of good governance; however, there are specific responsibilities for the following individuals and groups:

3.8 The following Member bodies have specific responsibilities for good governance and these are set out in the Authority's Constitution:

- The Fire Authority;
- The Scrutiny & Audit Panel.

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3.9 The Corporate Management Team has a collective responsibility for good governance, but this is underpinned by the role of the three statutory officers of the Authority:

- Head of Paid Service = Chief Fire Officer
- Monitoring Officer = Head of Law, Brighton & Hove City Council
- Assistant Director – Resources / Treasurer (S112 Officer)

3.10 Individual officers are responsible for the policies and procedures which form part of this Code and that fall within their functional responsibilities. They are responsible for ensuring that the relevant policies and procedures are up to date, are being complied with and are effective in achieving good governance.

3.11 The Deputy Chief Fire Officer has responsibility for the direction and review of corporate governance within the Authority and is supported by the Governance Group of senior managers.

### **3.12 Monitoring and review**

3.13 The Deputy Chief Fire Officer will report annually on compliance with this Code and the effectiveness of the Authority's governance arrangements. The report will also be the basis for the production of the Annual Governance Statement which will be published in the Authority's Annual Statement of Accounts. The Annual Governance Statement will be approved by the Chair of the Scrutiny & Audit Panel and the Chief Fire Officer.

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appendices

## 4 Appendices

Appendix 1

East Sussex Fire Authority Local Code of Corporate Governance -  
Key Policies and Processes

summary

policy

procedure

appendices

**East Sussex Fire Authority**  
**Local Code of Corporate Governance – key policies and processes**

Policy or process	Owner	Purpose, vision & outcomes	Purpose, functions & roles	Values, good governance, conduct & behaviour	Decisions, value for money, scrutiny & risk management	Capacity & capability	Engagement & accountability
Annual Plan	CFO (delegated to AD – P&I)	Y	Y				Y
Constitution	AD – P&I / DMO	Y	Y		Y		Y
Integrated Risk Management Plan	DCFO	Y			Y		Y
Operational policies and processes	DCFO	Y					
Risk Management Strategy	AD - Resources	Y		Y	Y		
Medium Term Finance Plan	AD - Resources	Y					
Budget and financial management (incl DFM scheme)	HoF&P	Y			Y		
Statement of Accounts	AD - Resources				Y		
Standing Orders	DMO		Y	Y	Y		Y
Contract Standing Orders	DMO	Y		Y	Y		
Financial Regulations	AD Resources			Y	Y		
Scheme of Delegation	AD – P&I/DMO		Y	Y	Y		

Policy or process	Owner	Purpose, vision & outcomes	Purpose, functions & roles	Values, good governance, conduct & behaviour	Decisions, value for money, scrutiny & risk management	Capacity & capability	Engagement & accountability
Code of Conduct for Members	DMO		Y	Y			
Code of Conduct for Member and Employee Relations	AD - HR		Y	Y			
Transparency	DCFO						Y
Anti-fraud & Corruption Strategy	AD – Resources			Y			
Member Learning & Development Strategy	AD – P&I	Y	Y			Y	
Whistleblowing Policy	AD – HR / DMO		Y	Y			Y
Complaints Policy	AD – P&I	Y		Y	Y		Y
Code of Conduct for Employees	AD - HR			Y	Y		
Community Safety Strategy	DCFO / AD – R&R	Y					Y
Business Safety Strategy	DCFO / AD – R&R	Y					Y
Partnership Working Strategy	DCFO	Y	Y	Y	Y		
Comms Strategy	AD – P&I	Y				Y	Y
Equality & Diversity Strategy	AD - HR			Y			
Health & Safety Strategy	DCFO		Y	Y	Y		



Policy or process	Owner	Purpose, vision & outcomes	Purpose, functions & roles	Values, good governance, conduct & behaviour	Decisions, value for money, scrutiny & risk management	Capacity & capability	Engagement & accountability
People & Organisational Development Strategy	AD - HR	Y	Y	Y		Y	
Asset Management Strategy	AD – Resources / AD - OS	Y	Y	Y	Y	Y	
Local Code of Corporate Governance	DCFO / DMO / AD - Resources	Y	Y	Y	Y	Y	Y
Information Management Strategy	AD - Resources	Y	Y	Y	Y		
Procurement Strategy	AD - Resources			Y	Y		
Environment Strategy	AD - Resources	Y	Y	Y	Y		
Response & Resilience Strategy	AD – R&R	Y					Y
Project Management / Stage Gate processes	AD – P&I				Y		
Internal Audit Strategy	AD - Resources			Y	Y		
Performance Management	AD – P&I	Y	Y	y		Y	
Freedom of Information Scheme	AD – P&I			Y	Y	Y	
Data Protection Policy	DCFO		Y	Y			
Regulation of Investigatory Powers Act Policy	DCFO (delegated to AD – R&R				Y		

**Core Principle 1** Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

**Core Principle 2** Members and officers working together to achieve a common purpose with clearly defined functions and roles

**Core Principle 3** Promoting values for the authority and demonstrating the values of good governance

**Core Principle 4** Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

**Core Principle 5** Developing the capacity and capability of members and officers to be effective

**Core Principle 6** Engaging with local people and other stakeholders to ensure robust public accountability