

We should seek professional advice when necessary and encourage challenges to the way we act and make decisions, changing things if necessary.

Relevant documents include our Forward Plan, the Confidential Reporting Code and our Corporate Complaints Procedure.

5. *Developing capacity and capability*

We need to make sure that our members and officers have the right skills, support and resources to do their job. This means having induction and training programmes tailored to their needs and then opportunities in place for members and officers to update their knowledge regularly. Relevant documents include Training Plans, Member Development Plans and the Workforce Planning Strategy.

6. *Engaging with local people and stakeholders*

We must talk, meet and consult with local people and other stakeholders to ensure we are accountable to them. This means that we all have to make sure that there are clear channels of communication in place and that we encourage community engagement. Outcomes of consultation should be made public, and meetings held in public. We must be open and accountable to the community.

Relevant documents include our Communications Strategy, the Constitution, the Forward Plan and Customer Charters.

A full version of the Code and our corporate governance framework can be found on the WCC Intranet or can be requested by contacting the Legal Services team:

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Do the right thing



**A brief guide to
Warwickshire County Council's Code of
Corporate Governance**

Ensuring we do

- the right things
- in the right way
- for the right people
- at the right time.

Do the right thing

- Warwickshire County Council's Code of Corporate Governance

Our Code of Corporate Governance applies to the Council's elected members and officers. We all need to be aware of what it contains and work within its guidance.

Why is it important?

The way the County Council is 'governed' determines how good our performance and output is, allowing us to realise our vision as an organisation. The code promotes good governance, which in turn ensures excellent levels of management and performance, enabling us to make the best use of public money and to give excellent results for the people of Warwickshire.

Good governance allows us to deliver our goal of making a real and lasting difference to the people of Warwickshire.

How does 'Governance' affect us?

In a nutshell it is about delivering our promises, engaging with our communities and maintaining high standards of conduct.

It's about how the County Council ensures it is doing:

- the right things
- in the right way
- for the right people
- at the right time.

It covers:

- the way we act
- what we do and how we do it
- the standards that we set
- the systems and processes that we have in place.

It makes sure that:

- we deliver our promises and are accountable for what we do
- we do things in an open manner
- we have sound systems and processes in place
- we manage risk effectively
- we engage with our communities.

What does our Code say?

Six core principles underpin our Code and set out the commitments we have made about the way that we work.

1. *Implementing our vision and outcomes for the community*

Our work should focus on the purpose of the Council and how this affects the local area and communities. We must have a clear purpose and vision for Warwickshire and ensure our priorities and targets are clearly set out. We must also make the best use of our resources.

Relevant documents include our Corporate Business Plan, our Sustainable Community Strategy, Service Plans and the Local Area Agreement.

2. *Working together to achieve our common purpose*

We need to have a clear understanding of how members and officers work with each other, and with partners, to achieve the Council's common purpose. We need to clearly define the roles and responsibilities of members and officers, monitor our performance against targets and work in partnership to jointly deliver services. Relevant documents include Member/ Officer protocols, our Constitution and our Communications Strategy.

3. *Demonstrating high standards of conduct*

We need to maintain high standards of conduct and behaviour. We must work in an open way, supporting and respecting others and be aware of the values and standards that apply when working in partnership. Our procedures must meet ethical standards and should not be influenced by prejudice, bias or conflicts.

Relevant documents include the Member Code of Conduct, Managing People and our Anti Fraud and Corruption Policy.

4. *Taking informed and transparent decisions*

We should know how decisions are made and how they are scrutinised and subject to risk assessments. Decisions should be taken in an open and transparent way and should be based on sound evidence, ensuring our reasons are documented.