Annual Governance Statement Corporate Backbone
Corporate documents that cover elements of the six core governance principles for information and reference
The six core principles are:
1. A clear definition of the authority's purpose and desired outcomes: focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area
2. Well defined functions and responsibilities: Members and officers working together to achieve a common purpose with clearly defined functions and roles
3. An appropriate corporate culture: promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
4. Transparent decision making: taking informed and transparent decisions which are subject to effective scrutiny and managing risk
5. A strong governance team: developing the capacity and capability of Members and officers to be effective
6. Real accountability to stakeholders: engaging with local people and other stakeholders to ensure robust public accountability.

Constitution

Stevenage Borough Council Document	Core Principle(s)	Purpose of Document	Head of Service	Document Location
Constitution - Part 3:	Principle 1 Principle 2 Principle 4 Principle 6	Responsibility for functions and financial limits within Scheme of Delegation	Clare Fletcher Paul Froggatt	Constitution
Constitution - Part 3: Schedule 2	Principle 1 Principle 2 Principle 4	Roles, responsibilities and delegation scheme for Council committees	Paul Froggatt	Constitution
Constitution - Part 3: Schedule 3	Principle 1 Principle 2	Roles, responsibilities and delegation scheme for the Executive	Paul Froggatt	Constitution
Constitution - Part 3: Schedule 4	Principle 2 Principle 4	Overview and Scrutiny Membership and functions	Paul Froggatt	Constitution
Constitution – Part 4 - 1	Principle 2	Council Procedure Rules Standing Orders	Paul Froggatt	Constitution
Constitution - Part 4 - 2	Principle 6	Access to Information procedure rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4 - 3	Principle 3	Budget & Policy Framework Procedure Rules	Clare Fletcher Paul Froggatt	Constitution/Intranet
Constitution - Part 4 - 4	Principle 4	Executive Procedure Rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4 - 5	Principle 4	Overview and Scrutiny Procedure Rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4 - 6	Principle 3	Financial Regulations	Clare Fletcher	Constitution. Intranet/Staff Info/F/Financial Regulations
Constitution - Part 4 - 7	Principle 3	Contracts Procedure Rules	Clare Fletcher	Constitution/Contract Standing Orders on Intranet

Constitution - Part 4 - 8	Principle 3	Officer Employment Procedure Rules	Cath Cashin	Constitution/Recruitment & Selection Policy on Intranet
Constitution - Part 5 - 1	Principle 3 Principle 4	Officers Code of Conduct	Cath Cashin	Intranet
Constitution - Part 5 - 2	Principle 3	Protocol on Member / Officer relations	Paul Froggatt	Constitution/Intranet
Constitution - Part 5 - 3	Principle 3	Probity in Planning	Peter Bandy	Intranet/Constitution
Constitution - Part 5 - 4	Principle 3	Appointment of Non-voting Advisory Members and related code of conduct	Paul Froggatt	Constitution/Intranet
Constitution - Part 5 - 5	Principle 3	Supplementary evidence on gifts and hospitality (Members & Officers)	Paul Froggatt	Constitution/Intranet
Constitution - Part 6	Principle 2	Members Allowances Scheme	Paul Froggatt	Constitution/Internet
Constitution - Part 7	Principle 3	Members Register of Interests and register of Members of the Council	Paul Froggatt	Constitution/Intranet (Code of Conduct for Members)
Constitution - Part 8	Principle 2	Management Structure	Paul Froggatt	Constitution

Legislative and Corporate Core Issues

Anti Fraud & Corruption Policy	Principle 2 Principle 4	Anti Fraud & Corruption Policy	Clare Fletcher	Intranet/Services/Finance/Anti Fraud Service/Fraud Referral Procedures
Business Continuity Management Policy Statement & Strategy	Principle 4	Business Continuity Management Policy Statement & Strategy, Pandemic Flu Contingency Plans, Severe Weather Plan	Scott Crudgington	Corporate Business Continuity Plan – intranet Severe Weather Plan - intranet Service BCP Plans - appropriate Head of Service
Code of Governance	All	Code of Governance	Paul Froggatt	Intranet
Domestic Violence	Principle 1	Domestic Violence Policy	Richard Protheroe	Intranet
Financial Procedure Notes	All	Financial Procedure Notes	Clare Fletcher	Intranet
Freedom of Information Act Procedures	All	Freedom of Information Act Procedures	Paul Froggatt	Intranet
Gifts & Hospitality (Members & Officers)	Principle 3	Gifts & Hospitality (Members & Officers)	Paul Froggatt	Constitution/Intranet
Health & Safety Policy Strategy	Principle 4	Health & Safety Policy Strategy	Aidan Sanderson	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Adoption Leave Policy	Cath Cashin	Intranet
Human Resources Practice	Principle 2	HRPN - Child Protection Policy (Play)	Aidan Sanderson	

Notes		Safeguarding Children)		Intranet Play Service
Human Resources Practise Notes	Principle 2	HRPN - Disciplinary Rules & Procedures	Cath Cashin	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Disclosure of Criminal Convictions	Cath Cashin	Recruitment & Selection Policy and Disciplinary Policy on Intranet
Human Resources Practice Notes	Principle 2	HRPN - Flexible Working Procedure	Cath Cashin	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Managing Sickness	Cath Cashin	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Maternity Procedure	Cath Cashin	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Paternity Leave	Cath Cashin	Intranet
Human Resources Practice Notes	Principle 2	HRPN - Pay Protection	Cath Cashin	Managing Organisational Change Policy on Intranet
Human Resources Practise Notes	Principle 2	HRPN - Alternative Employment procedure	Cath Cashin	Managing Organisational Change Policy on Intranet
Human Resources Employee Relations Policies	Principle 2	Various eg Vetting and Barring Scheme Harassment and Bullying Policy Violence and Aggression Policy	Cath Cashin	Intranet
Information Security Policy (incl Data Protection)	Principle 4	Information Security Overview Policy	Henry Lewis	Intranet
Performance Management Framework	Principle 1	Performance Management Guide	Henry Lewis	Intranet.
Risk Management Policy Statement & Guidance	Principle 2	Risk Management Policy Statement & Guidance	Henry Lewis	Intranet
Whistle Blowing Policy	Principle 4	Whistle Blowing Policy	Paul Froggatt	Intranet
Other key policies and procedures				
Communication Strategy	Principle 6	Corporate Communications Strategy 2007 - 2010	Richard Protheroe	Intranet under Communications
Complaints Procedures	Principle 6 Principle 4	Complaints Procedures	Paul Froggatt	Intranet
Consultation & Engagement Strategy	Principle 6	Participation Strategy 2008 - 2013	Richard Protheroe	Intranet under Consultation Guidance

Equalities & Diversity Policy & Strategy	Principle 6	Generic Equalities Scheme	Richard Protheroe	Intranet under Equality & Diversity
External Funding Framework	Principle 2	External Funding Framework	Peter Bandy	Documents on Internet/ Intranet EDS is currently under review and will be consolidated into a wider Regeneration Strategy.
Procurement Framework	Principle 2	Procurement Framework	Clare Fletcher	Corporate Procurement Strategy on Intranet
Project Management	Principle 1	Project Management Guide	Henry Lewis	Project Management Toolkit on intranet
Strategic Improvement Plan	Principle 1	Corporate Improvement Programme (CIP)	SMB	Summary in Project Management Toolkit on intranet CIP held by Performance and Improvement Team
Sustainable Community Strategy	Principle 1	Stevenage Community Strategy 2021	Richard Protheroe	Intranet