

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

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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	Officer 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				
Stevenage Borough Council Document	Core Principle(s)	Purpose of Document	Head of Service	Document Location
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	<ul style="list-style-type: none"> • 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
Corporate Plan	Principle 1	Corporate Plan 2008-2013	Richard Protheroe	Intranet
Domestic Violence Policy	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 Notes	Principle 2	HRPN - Child Protection Policy (Play Safeguarding Children)	Aidan Sanderson	Intranet Play Service
Human Resources Practise Notes	Principle 2	HRPN - Disciplinary Rules & Procedures	Cath Cashin	Intranet

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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 – Examples include: <ul style="list-style-type: none"> • Vetting and Barring Scheme • Harassment and Bullying Policy • Violence and Aggression Policy 	Cath Cashin	Intranet
Information Security Policy (including Data Protection)	Principle 4	Information Security Overview Policy	Henry Lewis	Intranet
Performance Management Guide	Principle 1	Performance Management Framework Guide	Henry Lewis	Intranet.
Risk Management Policy Statement & Guidance	Principle 4	Risk Management Policy Statement & Guidance	Henry Lewis	Intranet
Whistle Blowing Policy	Principle 4	Whistle Blowing Policy	Paul Froggatt	Intranet

Other key policies and procedures				
Stevenage Borough Council Document	Core Principle(s)	Purpose of Document	Head of Service	Document Location
Annual Report	Principal 1	Sets out annual achievements and delivery objectives for the ambitions/priorities set out in Corporate Plan	Henry Lewis	Intranet and Internet
Communication Strategy	Principle 6	Corporate Communications Strategy	Richard Protheroe	Intranet under Communications
Complaints Procedures	Principle 6 Principle 4	Complaints Procedures	Paul Froggatt	Intranet under Complaints Guidance
Consultation & Engagement Strategy	Principle 6	Participation Strategy 2008 - 2013	Richard Protheroe	Intranet under Consultation Guidance
Customer Focus Strategy	Principle 1	Sets out Council's commitment to improving customer service	Henry Lewis	Executive Report
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 in to a wider Regeneration Strategy.
Partnership Toolkit	Principle 1 Principle 2 Principle 3	Achieve a common approach to partnership working	Richard Protheroe	Intranet under Partnerships Toolkit
Procurement Framework	Principle 2	Procurement Framework	Clare Fletcher	Corporate Procurement Strategy on Intranet
Revenues and Benefits Shared Service Agreement	Principle 1 Principle 3	Service Agreement	Henry Lewis	Head of Service

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Shared Internal Audit Service Agreement	Principle 1 Principle 3	Agreement for provision of Shared Internal Audit Service	Clare Fletcher	Head of Service
SLL Management Agreement	Principle 1 Principle 2	Partnership contractual arrangements	Aidan Sanderson	Head of Service
SoStevenage Guide	Principle 1 Principle 2	Sets out SoStevenage governance guidance	Richard Protheroe	Head of Service
Corporate Improvement Programme (CIP)	Principle 1	Portfolio of Corporate Programmes and Projects (Strategic Programme Governance)	SMB	Summary in Project Management toolkit on intranet (Full document maintained by Performance and Improvement Team)
Sustainable Community Strategy	Principle 1	Stevenage Community Strategy 2021	Richard Protheroe	Intranet