

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	Document Owner	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/Intranet
Constitution - Part 3: Sub-section 2	Principle 1 Principle 2 Principle 4	Roles, responsibilities and delegation scheme for Council committees.	Paul Froggatt	Constitution/Intranet
Constitution - Part 3: Sub-section 3	Principle 1 Principle 2	Roles, responsibilities and delegation scheme for the Executive	Paul Froggatt	Constitution/Intranet
Constitution - Part 4E	Principle 2 Principle 4	Overview and Scrutiny Membership and functions.	Paul Froggatt	Constitution/Intranet
Constitution – Part 4A	Principle 2	Council Procedure Rules Standing Orders	Paul Froggatt	Constitution/Intranet
Constitution - Part 4B	Principle 6	Access to Information procedure rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4C	Principle 3	Budget & Policy Framework Procedure Rules	Clare Fletcher Paul Froggatt	Constitution/Intranet

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Constitution - Part 4D	Principle 4	Executive Procedure Rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4E	Principle 4	Overview and Scrutiny Procedure Rules	Paul Froggatt	Constitution/Intranet
Constitution - Part 4F	Principle 3	Financial Regulations	Clare Fletcher	Intranet/Staff Info/F/Financial Regulations
Constitution - Part 4G	Principle 3	Contracts Procedure Rules	Clare Fletcher	Constitution/Contract Standing Orders on Intranet
Constitution - Part 4H	Principle 3	Officer Employment Procedure Rules	Christina Hefferon	Recruitment & Selection Policy on Intranet
Constitution - Part 5	Principle 3 Principle 4	Employee Code of Conduct	Christina Hefferon	Intranet/HR
Constitution - Part 5	Principle 3	Protocol on Member / Officer relations	Paul Froggatt	Constitution/Intranet
Constitution - Part 5	Principle 3	Probity in Planning	Peter Bandy	Constitution/Intranet
Constitution - Part 5	Principle 3	Appointment of Non-voting Advisory Members and related code of conduct.	Paul Froggatt	Constitution/Intranet
Constitution - Part 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/Intranet
Constitution - Part 5	Principle 3	Members Register of Interests and register of Members of the Council	Paul Froggatt	Constitution/Intranet (Code of Conduct for Members)
Constitution - Part 7	Principle 2	Management Structure	Paul Froggatt	Constitution

Legislative and Corporate Core Issues				
Stevenage Borough Council Document	Core Principle(s)	Purpose of Document	Document Owner	Document Location
Anti Fraud & Corruption Policy	Principle 2 Principle 4	Anti Fraud & Corruption Policy	Clare Fletcher/Paul Froggatt	Intranet/Staff Info/Fraud
Business Continuity Plan (Corporate and Service)/Severe Weather Plan/Pandemic Flu Plan	Principle 4	Business Continuity Management	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	Report to Audit Committee – 17 March 2008
Corporate Plan	Principle 1	Corporate Plan 2013-2018	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/Freedom of Information
Gifts & Hospitality (Members & Officers)	Principle 3	Gifts & Hospitality (Members & Officers)	Paul Froggatt	Constitution/Intranet
Health & Safety Policy Strategy	Principle 4	Health & Safety Policy Strategy	Christina Hefferon	Health and Safety/Intranet
Human Resources Practice Notes	Principle 2	HRPN - Adoption Leave Policy	Christina Hefferon	HR/Intranet
Human Resources Practice Notes	Principle 2	HRPN - Child Protection Policy (Play Safeguarding Children)	Aidan Sanderson	HR/Intranet Play Service
Human Resources Practise Notes	Principle 2	HRPN - Disciplinary Rules & Procedures	Christina Hefferon	HR/Intranet

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Human Resources Practice Notes	Principle 2	HRPN - Disclosure of Criminal Convictions	Christina Hefferon	Recruitment & Selection Policy and Disciplinary Policy on Intranet under HR
Human Resources Practice Notes	Principle 2	HRPN - Flexible Working Procedure	Christina Hefferon	Intranet/HR
Human Resources Practice Notes	Principle 2	HRPN - Managing Sickness	Christina Hefferon	Intranet/HR
Human Resources Practice Notes	Principle 2	HRPN - Maternity Procedure	Christina Hefferon	Intranet/HR
Human Resources Practice Notes	Principle 2	HRPN - Paternity Leave	Christina Hefferon	Intranet/HR
Human Resources Practice Notes	Principle 2	HRPN - Pay Protection	Christina Hefferon	Pay Protection Policy – Intranet/HR
Human Resources Practise Notes	Principle 2	HRPN - Alternative Employment procedure	Christina Hefferon	Redeployment Policy – Intranet/HR
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 	Christina Hefferon	Intranet/HR
Information Security Policy (including Data Protection)	Principle 4	Information Security Overview Policy	Henry Lewis	Intranet/Information Security
Performance Management Guide	Principle 1	Performance Management Framework Guide	Clare Fletcher	Intranet/Performance Management
Risk Management Policy Statement & Guidance	Principle 4	Risk Management Policy Statement & Guidance	Clare Fletcher	Intranet/Risk Management
Whistle Blowing Policy	Principle 4	Whistle Blowing Policy	Paul Froggatt	Intranet/HR/Whistleblowing

Other key policies and procedures				
Stevenage Borough Council Document	Core Principle(s)	Purpose of Document	Document Owner	Document Location
Annual Report	Principal 1	Sets out annual achievements and delivery objectives for the ambitions/priorities set out in Corporate Plan	Richard Protheroe	SBC Website
Communication Strategy	Principle 6	Corporate Communications Strategy	Richard Protheroe	Intranet under Communications
Complaints Procedures	Principle 6 Principle 4	Complaints Procedures and Ombudsman Complaints	Richard Protheroe/Paul Froggatt	SBC Website
Consultation & Engagement Strategy	Principle 6	Consultation and Engagement Strategy 2013-2016	Richard Protheroe	SBC Website
Equalities & Diversity Policy & Strategy	Principle 6	Generic Equalities Scheme	Richard Protheroe	Intranet under Equality & Diversity
External Funding Framework	Principle 2	External Funding Framework	Paul Pinkney	SBC Website
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 2011-2013	Clare Fletcher	Intranet under Corporate Procurement Strategy
Shared Internal Audit Service Agreement	Principle 1 Principle 3	Agreement for provision of Shared Internal Audit Service	Clare Fletcher	Assistant Director Finance
Shared ICT Service Agreement (with East Herts District Council)	Principle 1 Principle 3	Service Agreement	Monitored by Henry Lewis	Head of Service

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Revenues and Benefits Share Service Agreement (with East Herts District Council)	Principle 1 Principle 3	Service Agreement	Monitored by Scott Crudgington	Director Resources
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)	Strategic Management Board	Summary in Project Management toolkit on intranet (Full document maintained by Corporate Change Manager)
Sustainable Community Strategy	Principle 1	Stevenage Community Strategy 2021	Richard Protheroe	Intranet
Data Quality Policy	Principle 1 Principle 2 Principle 4 Principle 4	Outlines SBC's commitment to data quality	Clare Fletcher	Intranet under Data Quality