



Local Code of Corporate Governance

Responsible Officer	Issue Date	Section amended/ updated	Review Date
Chief Fire Officer & Chief Executive	May 2015		April 2018

Index

	Page nos.
1. Introduction	2
2. What is good governance?	2
3. Purpose of the Code	2
4. The Authority's fundamental principles of good governance	2
5. Roles and responsibilities	4
6. Monitoring and review	4
Appendix 1 - Local Code of Corporate Governance – key policies and processes	5
Annual Governance Statement for the year ended 31 March 2015	8

1 Introduction

- 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'.

2 What is good governance?

- 2.1 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.
- 2.2 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.

3 Purpose of the Code

- 3.1 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.

4 The Authority's fundamental principles of good governance

- 4.1 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;



G09 - Local Code of Corporate Governance

- 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.

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

4.2 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 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.

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

5 Roles and responsibilities

5.1 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:

5.2 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.

5.3 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 & Chief Executive
- Monitoring Officer = Head of Law, Brighton & Hove City Council
- Treasurer (S112 Officer)

5.4 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.

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

6 Monitoring and review

6.1 The Chief Fire Officer & Chief Executive 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 & Chief Executive.



Appendix 1

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&CE (delegated to HoPM)	Y	Y				Y
Constitution	ACO / DMO	Y	Y		Y		Y
Integrated Risk Management Plan	DCFO	Y			Y		Y
Operational policies and processes	DCFO	Y					
Risk Management Strategy	Treasurer	Y		Y	Y		
Medium Term Finance Plan	Treasurer	Y					
Budget and financial management (incl DFM scheme)	HoF&P	Y			Y		
Statement of Accounts	Treasurer				Y		
Standing Orders	DMO		Y	Y	Y		Y
Contract Standing Orders	DMO	Y		Y	Y		
Financial Regulations	Treasurer			Y	Y		
Scheme of Delegation	ACO/DMO		Y	Y	Y		



G09 - Local Code of Corporate Governance

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	ACO		Y	Y			
Transparency	HoF&P						Y
Anti-fraud & Corruption Strategy	Treasurer			Y			
Member Learning & Development Strategy	ACO(POD)	y	y			y	
Whistleblowing Policy	ACO (POD)/ DMO		Y	Y			Y
Complaints Policy	ACFO	Y		Y	Y		Y
Code of Conduct for Employees	HoHR			Y	Y		
Community Safety Strategy	DCFO / DPP	y					y
Business Safety Strategy	DCFO / DPP	y					Y
Partnership Working Strategy	DCFO	Y	Y	Y	Y		
Comms Strategy	ACO/ HoL&OD	Y				Y	Y
Equality & Diversity Strategy	ACO/ HoL&OD			Y			
Health & Safety Strategy	ACFO		y	y	y		



G09 - Local Code of Corporate Governance

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	ACO	y	y	y		y	
Asset Management Strategy	ACFO	y	y	y	y	y	
Corporate Governance Policy Statement & Code of Practice	ACO/DMO / Treasurer	Y	Y	Y	Y	Y	Y
Information Management Strategy	ACFO	y	y	y	y		
Procurement Strategy	HoF&P			Y	Y		
Environment Strategy	ACFO	y	y	y	y		
Response & Resilience Strategy	DRR	Y					Y
Project Management / Stage Gate processes	HoPM				Y		
Internal Audit Strategy	Treasurer			Y	Y		
Performance Management	HoPM	Y	Y	y		Y	
Freedom of Information Scheme	ACO/Clerk			Y	Y	Y	
Data Protection Policy	ACFO		Y	Y			
Regulation of Investigatory Powers Act Policy	DCFO (delegated to DPP)				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

East Sussex Fire Authority

Annual Governance Statement

Scope of responsibility

East Sussex Fire Authority (the Authority) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

To this end the Authority has approved and adopted a local code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the Authority's code is on our website at

<http://www.esfrs.org/about-us/east-sussex-fire-authority/corporate-governance/> or
can be obtained from fireauthorityclerk@esfrs.org.

This statement explains how the Authority has complied with the Code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6, which requires all relevant bodies to prepare an annual governance statement.