

SPECIFIC REQUIREMENTS TO SHOW ADHERENCE TO THE CODE

Core Principle One - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area		
Supporting principles	Original specific requirements to;	To ensure that the 6 core principles of good governance are upheld, Milton Keynes Council will:
1a) Exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and its intended outcome for citizens and service users	1ai) Develop and promote the authority's purpose and vision	1ai) Make a clear statement of the Council's vision and purpose and ensure that this is communicated to all stakeholders and service users
	1aii) Review on a regular basis the authority's vision for the local area and it's implications for the authority's governance arrangements	1aii) Review the vision for the local area and it's implications for the authority's governance arrangements on a regular basis
	1aiii) Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners	Remains the same
	1aiv) Publish an annual report on a timely basis to communicate the authority's activities and achievements, its financial position and performance	1aiv) Publish a council plan and a statement of accounts on an annual basis to communicate the authority's activities and achievements, its financial position and performance
1b) Ensuring that users receive a high quality of service, whether directly, or in partnership, or by commissioning	1bi) Decide how the quality of service for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available	1bi) Decide how quality for service users is to be measured and make sure that the information needed to review service quality regularly and effectively is available to members, managers, officers and service users.
	1bii) Put into place effective arrangements to identify and deal with failure in service delivery	Remains the same
1c) Ensure that the authority makes the best use of resources and that tax payers and service users receive excellent value for money	1ci) Decide how value for money is to be measured and make sure that the authority or partnership has the information needed to review value for money and performance effectively. Measure the environmental impact of policies, plans and decisions.	1ci) Decide how value for money is to be measured and make sure that the authority or partnership has the information needed to review value for money and performance effectively.
		1cii) Measure the environmental impact of policies, plans and decisions.

Core Principle 2: Members and officers working together to achieve a common purpose with clearly defined functions and roles

Supporting principles	Original specific requirements to;	To ensure that the 6 core principles of good governance are upheld, Milton Keynes Council will:
<p>2a) Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function</p>	<p>2ai) Set out a clear statement of the respective roles and responsibilities of the executive and of the executive's members individually and the authority's approach to putting this into practice.</p>	<p>Remains the same</p>
	<p>2aii) Set out a clear statement of the respective roles and responsibilities of other authority members, members generally and senior officers</p>	<p>Remains the same</p>
<p>2b) Ensuring that a constructive working relationship exists between authority members and officers and that the responsibilities of the members and officers are carried out to a high standard</p>	<p>2bi) Determine a scheme of delegation and reserve powers within the constitution including a formal schedule of those matters specifically reserved for collective decision of the authority, taking account of the relevant legislation and ensure that it is monitored and updated when required</p>	<p>Remains the same</p>
	<p>2bii) Make a chief executive or equivalent responsible and accountable to the authority for all aspects of operational management</p>	<p>Remains the same</p>
	<p>2biii) Develop protocols to ensure that the leader and the chief executive (or equivalent) negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained.</p>	<p>Remains the same</p>
	<p>2biv) Make a senior officer (the S151 officer) responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</p>	<p>Remains the same</p>
	<p>2bv) Make a senior officer (usually the monitoring officer) responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.</p>	<p>Remains the same</p>
<p>2c) Ensuring that relationships between the authority, its partners and the public are clear so that each knows what to expect of the other</p>	<p>2ci) Develop protocols to ensure effective communication between members and officers in their respective roles</p>	<p>Remains the same</p>
	<p>2cii) Set out the terms and conditions for remuneration of members and officers and an effective structure for managing the process, including an effective remuneration panel</p>	<p>2cii) Set out the terms and conditions for remuneration of members and officers and an effective structure for managing the process, including maintaining an effective remuneration panel</p>
	<p>2ciii) Ensure that effective mechanisms exist to monitor service delivery</p>	<p>Remains the same</p>
	<p>2civ) Ensure that the organisation's</p>	<p>Remains the same</p>

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	<p>vision, strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated.</p>	
	<p>2cv) When working in partnership, ensure that members are clear about their roles and responsibilities both individually and collectively in relation to the partnership and to the authority.</p>	<p>2cv) Ensure that when working in partnership systems are in place to support members and ensure that they are clear about their roles and responsibilities both individually and collectively in relation to the partnership and to the authority.</p>
	<p>2cvi) When working in partnership:</p> <ul style="list-style-type: none"> ○ Ensure that there is clarity about the legal status of the partnership ○ Ensure that representatives of organisations both understand and make clear to all other partners the extent of their authority to bind their organisation to partner decisions. 	<p>2cvi) When working in partnership ensure that systems are in place to ensure that all partners are aware of the legal status of the partnership, and; ensure that representatives of organisations both understand and make clear to all other partners the extent of their authority to bind their organisation to partner decisions.</p>

Core Principle 3: Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour		
Supporting principles	Original specific requirements to;	To ensure that the 6 core principles of good governance are upheld, MKC will:
3a) Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance	3ai) ensure that the authority's leadership sets a tone for the organisation by creating a climate of openness, support and respect	Remains the same
	3aii) ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols	Remains the same
	3aiii) Put into place arrangements to ensure that members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice	Remains the same
3b) Ensuring that organisational values are put into practice and are effective	3bi) Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations, and communicate these to members, staff, the community and partners.	3bi) Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations, and communicate these consistently to members, staff, the community and partners. Also ensure that the values are applied consistently across the council and that this is evidenced through all aspects of the council's work and behaviour.
	3bii) Put into place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards, and monitor their continuing effectiveness in practice.	Remains the same
	3biii) Develop and maintain an effective standards committee	Remains the same
	3biv) Use the organisation's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the authority.	Remains the same
	3bv) In pursuing the vision of a partnership, agree a set of values against which decision making and actions can be judged. Such values must be demonstrated by partners' behaviour both independently and collectively.	3bv) In pursuing the vision of a partnership, agree a set of values against which decision making and actions can be judged. The stated values must be demonstrated by partners' behaviour both independently and collectively

Core Principle 4: Taking informed and transparent decisions which are subject to effective scrutiny and managing risk		
Supporting principles	Original specific requirements to;	To ensure that the 6 core principles of good governance are upheld, Milton Keynes Council will:
4a) Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny	4ai) Develop and maintain an effective scrutiny function which encourages constructive challenge and enhances the authority's performance overall and that of any organisation for which it is responsible.	Remains the same
	4aii) Develop and maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are based.	Remains the same
	4aiii) Put into place arrangements to safeguard members and employees against conflicts of interest and put in place appropriate processes to ensure that they continue to operate in practice	Remains the same
	4aiv) develop and maintain an effective audit committee (or equivalent) which is independent of the executive and scrutiny functions or make other appropriate arrangements for the discharge of the functions of such a committee	4aiv) develop and maintain an effective audit committee which is independent of the executive and scrutiny functions.
	4av) ensure that effective, transparent and accessible arrangements are in place for dealing with complaints	Remains the same
4b) Having good-quality information, advice and support to ensure that services are delivered effectively and are what the community wants / needs	4bi) Ensure that those making decisions whether for the authority or the partnership are provided with information that is fit for the purpose – relevant, timely and gives clear explanations of technical issues and their implications	Remains the same
	4bii) ensure that proper professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making and used appropriately	Remains the same
4c) Ensuring that an effective risk management system is in place	4ci) ensure that risk management is embedded into the culture of the authority, with members and managers at all levels recognising that risk management is part of their jobs	Remains the same
	4cii) ensure that effective arrangements for whistle-blowing are in place, to which officers, staff and all those contracting with or appointed by the authority have access	Remains the same
4d) Using their legal powers to the full benefit of the citizens and communities in their area	4di) actively recognise the limits of lawful activity placed on them by, for example, the ultra vires doctrine, but also striving to utilise their powers to the full benefit of their communities	Remains the same
	4dii) recognise the limits of lawful action and observing both the specific requirements of legislation and the general responsibilities placed on authorities by public law	Remains the same
	4diii) observe all specific legislative requirements placed upon them, as well as the requirements of general law, and in particular, integrating the key principles of good administrative law – rationality, legality and natural justice – into their procedures and decision making processes	Remains the same

Core Principle 5: Developing the capacity and capability of members and officers to be effective

Supporting principles	Original specific requirements to;	To ensure that the 6 core principles of good governance are upheld, Milton Keynes Council will:
<p>5a) Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</p>	<p>5ai) Provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis</p>	<p>Remains the same</p>
	<p>5aii) ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority</p>	<p>Remains the same</p>
		<p>5aiii) Ensure that all staff, Council members and any partners are aware of their responsibilities with regard to the use of MKC IT and telecommunications systems as set out in the IT Telecommunications and User Security Policy.</p>
		<p>5aiv) Ensure that all staff, partners and Council members are aware of their responsibilities regarding (1) the re-use of Council information and (2) the Council's web policies – as approved by Cabinet.</p>
<p>5b) Developing the capability of people with governance responsibilities and evaluating their performance as individuals and as a group</p>	<p>5bi) assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively</p>	<p>Remains the same</p>
	<p>5bii) develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed</p>	<p>Remains the same</p>
	<p>5biii) ensure that effective arrangements are in place for reviewing the performance of the executive as a whole and of individual members and agreeing an action plan which might, for example, aim to address any training or development needs</p>	<p>Remains the same</p>
<p>5c) Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal</p>	<p>5ci) ensure that effective arrangements are in place designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority</p>	<p>Remains the same</p>
	<p>5cii) ensure that career structures are in place for members and officers to encourage participation and development</p>	<p>Remains the same</p>

Core Principle 6: Engaging with local people and other stakeholders to ensure robust local public accountability		
Supporting principles	Specific requirements to;	To ensure that the 6 core principles of good governance are upheld, Milton Keynes Council will:
6a) Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships	6ai) make clear to themselves, all staff and the community to whom they are accountable and for what	Remains the same
	6aii) consider those institutional stakeholders to whom the local authority is accountable and assess the effectiveness of the relationship and any changes required	6aii) consider those institutional stakeholders to whom the local authority is accountable and put into place mechanisms to assess the effectiveness of the relationship and any changes required
	6aiii) produce an annual report on the activity of the scrutiny function	Remains the same
6b) Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	6bi) ensure clear channels of communication are in place with all sections of the community and other stakeholders, and put in place monitoring arrangements to ensure that they operate effectively	Remains the same
	6bii) hold meetings in public unless there are good reasons for confidentiality	Remains the same
	6biii) Ensure that arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands.	Remains the same
	6biv) establish a clear policy on the types of issues they will meaningfully consult on or engage with the public and service users about including a feedback mechanism for those consultees to demonstrate what has changed as a result	Remains the same
	6bv) on an annual basis, publish a performance plan giving information on the authority's vision, strategy, plans and financial statements as well as information about its outcomes, achievements and the satisfaction of service users in the previous period	Remains the same
	6bvi) ensure that the authority as a whole is open and accessible to the community, service users and its staff and ensure that it has made a commitment to openness and transparency in all its dealing including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.	Remains the same
6c) Making best use of human resources by taking an active and planned approach to meet responsibility to staff	6ci) develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision making	Remains the same

Key

	Human Resources
	Strategy and growth
	Democratic services
	Legal
	Policy and performance
	Finance
	Internal audit