



Summary of Doncaster Governance Framework



Doncaster
Metropolitan Borough Council

Please Note that this framework document summarises the Council's Governance Arrangements. It uses the 6 principles of good governance as the structure for this. The items listed under these headings are what the council will have in place, operating effectively.

1. Key Strand : Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

1.1	Strategic Leadership – to provide effective strategic leadership to the organisation
1.2	To effectively communicate the Purpose & Vision of the Organisation to all councillors, staff, the public and partners and any other stakeholders
1.3	Users get high quality services
1.4	To make the best use of resources (including consideration of the environmental impact), and achieving value for money
1.5	To have effective and up-to-date Corporate and Service plans
1.6	To have in place and to achieve Local Area Agreements and the related outcomes
1.7	To have an up-to-date and relevant Local Code of Governance
1.8	To have accurate , reliable and timely Annual Financial Statements
1.9	To have Effective Partnerships
1.10	To regularly review the Council's Vision, Goals and Objectives
1.11	To maintain a shared vision with our partners
1.12	To have in place quality measures for all our services
1.13	To operate effective systems and processes.

2. Key Strand : Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

2.1	To maintain a relevant and up-to-date Constitution
2.2	To have and maintain an up-to-date Mayoral Scheme of Delegation
2.3	To have and maintain an up-to-date Council Scheme of Delegation
2.4	To have clear, approved and up-to-date Terms of Reference for all Committees
2.5	To have relevant, up-to-date, approved Contract Procedure Rules that are understood and complied with
2.6	To have relevant, up-to-date, approved Financial Procedure Rules
2.7	To have in place suitably competent and adequately supported Statutory Officers – (Head of Paid Service, Chef Finance Officer/S.151/ and the Monitoring Officer.
2.8	To have a suitable and relevant Member/Officer Protocol that is understood and complied with.
2.9	To have a suitable comprehensive Performance Management System in place extending to all Council services.
2.10	To have in place other legally required officers
2.11	To have clearly defined Terms and Conditions for the Remuneration of the Mayor, Members and officers
2.12	To have suitable mutually agreed Protocols for Partnership Working
2.13	To have in place suitably appropriate means to negotiate the relationship between the Mayor and Chief Executive

3. Key Strand: Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

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| 3.1 | To have up-to-date approved Codes of Conduct for Members & Officers |
| 3.2 | To provide suitable and necessary training for members and officers in a timely manner |
| 3.3 | To have comprehensive and up-to-date Human Resource Policies |
| 3.4 | To have in place an up-to-date Anti-Fraud & Corruption Policy and related Strategy and Procedures |
| 3.5 | To have a suitable mechanism for Declarations of both Interest and Gifts & Hospitality |
| 3.6 | To have a suitable and relevant Member/Officer Protocol that is understood and complied with |
| 3.7 | To have Performance Appraisal arrangements that extend to all staff which lead to their development and performance management |
| 3.8 | To have an effective Complaints Procedure that covers the whole council |
| 3.9 | To have in place Financial Procedure Rules & Related Guidance |
| 3.10 | To have an Effective Standards Committee |
| 3.11 | To have appropriate Ethical Standards & an appropriate culture |
| 3.12 | To have Systems and processes designed to achieve conformity with the council's ethical standards |
| 3.13 | To have suitable and mutually agreed Disciplinary Arrangements |

4. Key Strand : Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

4.1	To have Effective Scrutiny arrangements
4.2	To have clear Decision-Making procedures
4.3	Having an effective Audit Committee that meets latest national guidance
4.4	To have an effective Complaints Procedure
4.5	To have an effective Risk Management Policy, Strategy and procedures that are complied with delivering effective risk management.
4.6	Risk Registers and Strategic Risk Register
4.7	To have in place Financial Procedure Rules & Related Guidance and effective Contract .Procedure Rules
4.8	To manage risks effectively in Projects
4.9	To consider risks related to Decision-making
4.10	To have Reliable , effective and efficient Information Systems
4.11	To maintain clear and accurate records of decisions
4.12	To have maintain suitable Access to Records and Information
4.13	To have Clear Terms of Reference for all committees and joint bodies.
4.14	To have suitable knowledge of the legal powers that can be used to bring benefit to the citizens and the Doncaster community

5. Key Strand : Developing the Capacity & Capability of Members & Officers, to be effective

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| 5.1 | To have in place timely and suitable Induction & Training for the Mayor, members and officers |
| 5.2 | To have clear and agreed Job Descriptions and Person Specifications for all posts. |
| 5.3 | To have in place suitable arrangements for performance appraisal and the development of skills and competencies |
| 5.4 | To have effective resource and service planning, related to the achievement of objectives, goals and targets |
| 5.5 | To maintain Effective recruitment arrangements for all council employee positions. |
| 5.6 | To have reliable, effective and efficient Information Systems |
| 5.7 | To have effective sources of Specialist Advice including legal, financial, HR and technical. |
| 5.8 | To have and maintain effective succession Planning |

6. Key Strand : Engage Local People & Other Stakeholders to ensure robust public accountability

6.1	To have effective Objectives/Goals/Vision for the Borough which are shared with the community
6.2	To have arrangements that are effective for Community Engagement over the setting of objectives, goals and the vision for the Borough
6.3	To have effective Scrutiny arrangements
6.4	To have an agreed Annual Budget and Final Accounts which are open to the public
6.5	To have open and transparent Decision making arrangements, using records that allow the demonstration of consideration of all appropriate considerations
6.6	To have a mechanism for reporting on Performance (B.V.P.P.) and that delivers performance improvement
6.7	To have open relationships with all stakeholders and partners including the Discover the Spirit Board, Trade Unions etc.
6.8	To have clearly defined L.A.A. outcomes and the means to account for their achievement
6.9	To have a duly appointed External Auditor
6.10	To have Effective Media Relationships and an appropriate communications strategy
6.11	To have and operate an Effective Neighbourhood Model
6.12	To have in place appropriate arrangements giving Public Access to Information
6.13	To have a means to deliver effective and relevant staff consultation
6.14	To annually review the effectiveness of the council's governance and control arrangements