

**Appendix B: Progress that has been made against the issues to be addressed in the Code identified in December 2014**

Requirement of Local Code	Issue to be addressed and target date	Progress against target
<b>CORE PRINCIPLE 1: Focusing on the purpose of Lewes District Council and on outcomes for the community and creating and implementing a vision for the local area.</b>		
Develop and promote the council's purpose and vision.	Council Plan published by July 2015. <b>Head of Business Strategy and Performance</b>	The plan was delayed by the change in Council Leadership but agreed by Council in February 2016 and published in March 2016. <b>(G)</b>
Review on a regular basis the Council's vision for the local area and its impact on the Council's governance arrangements.	Review of the Council's vision following the 2015 elections. <b>Head of Business Strategy and Performance</b>	Review undertaken and articulated in the Council Plan published in March 2016. <b>(G)</b>
Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners.	Review of partnership agreements to be undertaken by March 2015. <b>Head of Business Strategy and Performance</b>	Partnership agreements (with key voluntary organisations) negotiated and signed off by March 2015. <b>(G)</b>
Publish an annual report to communicate the Council's activities and achievements, its financial position and performance.	Annual performance report published June 2015 report. <b>Head of Business Strategy and Performance</b>	Completed in the form of a report to the Scrutiny Committee in June 2015 and Cabinet in July 2015. <b>(G)</b>
	Mandatory data transparency requirements met on website by March 2015. <b>Coordinated by Head of Audit, Fraud and Procurement</b>	This work is mostly completed with information available on the Council's website. Some further work required on publishing purchase order information. <b>(A)</b>

<b>Requirement of Local Code</b>	<b>Issue to be addressed and target date</b>	<b>Progress against target</b>
Decide how the quality of service for users is to be measured and make sure the information needed to review service quality is available.	Service plans containing KPIs and targets published by March 2015. <b>Head of Business Strategy and Performance</b>	Completed and published in March 2015. <b>(G)</b>
Put in place effective arrangements to deal with failure in service delivery.	First performance report to the Scrutiny Committee in June 2015. <b>Head of Business Strategy and Performance</b>	Completed June 2015. <b>(G)</b>
<b>CORE PRINCIPLE 2: Members and officers working together to achieve a common purpose with clearly defined functions and roles</b>		
State the respective roles and responsibilities of the executive and the executive's members individual, and the Council's approach towards putting this into practice.	Revising of responsibilities for the executive function on ongoing basis to accord with wishes of the Leader. Ongoing – <b>Head of Democratic Services</b>	Individual Cabinet Member portfolios updated in the Constitution and on the website in December 2015 following changes to the membership of Cabinet. <b>(G)</b>
Set out the terms and conditions for the remuneration of members and officers and an effective structure for managing the process including and effective remuneration panel (if applicable)	Independent Remuneration Panel appointed to conduct the next full review of the Members Allowance Scheme by December 2014. <b>Head of Democratic Services</b>	Full Review of Members' Allowances Scheme conducted by the Independent Remuneration Panel in December 2014. Implementation of any recommendations from the Panel was subsequently deferred by Council to consider after the completion of the Electoral Review in October 2016. <b>(A)</b>
Ensure that effective mechanisms exist to monitor service delivery.	Covalent established as the primary performance and project management tool by January 2015. <b>Head of Business Strategy and Performance</b>	This was achieved by January 2015. <b>(G)</b>
Ensure that the organisation's vision, strategic plans, priorities and targets	Plans for future community and stakeholder engagement to be	Plans under development. Delayed due to change in staffing and changes to Cabinet Portfolios. Due for adoption by Cabinet Member for Customer and Partners March 2016. <b>(R)</b>

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are developed in consultation with the local community and other key stakeholders and, that they are clearly articulated and disseminated.	developed by June 2015. <b>Head of Business Strategy and Performance</b>	
When working in partnership, ensure that members are clear about: <ul style="list-style-type: none"> <li>• Their roles and responsibilities both individually and collectively in relation to the partnership and the Council.</li> <li>• The legal status of the partnership.</li> <li>• The extent of their authority to bind their organisations to partner decisions.</li> </ul>	Review guidance for partnership working by March 2015. <b>Head of Business Strategy and Performance</b>	Review started but delayed due to staffing changes. Due to be completed by March 2016. <b>(R)</b>
<b>CORE PRINCIPLE 3: Promoting values for the council and demonstrating the values of good governance through upholding high standards of conduct and behaviour</b>		
Ensure that standards of conduct and personal behaviour expected of members and staff, of work between members of staff and between the Council, its partners and the community are define and communicated through codes of conduct and protocol's.	Officer's Code of Conduct updated in liaison with Human Resources by December 2014. <b>Head of Democratic Services and HR Manager</b>	Officers' Code of Conduct updated by HR Manager in liaison with Head of Democratic Services. Revised Code agreed by Council on the 25 February 2016 <b>(G)</b>
Put in place arrangements to ensure members and employees of the council are not influenced by prejudice, bias or		

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conflicts of interest in dealing with different stakeholders.		
Develop and maintain shared values for both the organisation and staff reflecting public expectations, and communicate these with member, staff and the community and partners.	<p>Officer's Code of Conduct updated in liaison with Human Resources by December 2014.  <b>Head of Democratic Services and HR Manager</b></p> <p>Induction programme to include Code of Conduct training for Councillors by May 2015.  <b>Head of Democratic Services</b></p>	<p>Officers' Code of Conduct updated by HR Manager in liaison with Head of Democratic Services. Revised Code agreed by Council on 25 February 2016. <b>(G)</b></p> <p>Code of Conduct training sessions provided for Councillors on 13 and 20 May 2015 as part of Induction Programme. <b>(G)</b></p>
Agree a set of values for partnerships against which decision making can be judged.	<p>Review guidance for partnership working by March 2015.  <b>Head of Business Strategy and Performance</b></p>	<p>Review started but delayed due to staffing changes. Due to be completed by March 2016. <b>(R)</b></p>
<b>CORE PRINCIPLE 4: Taking informed and transparent decisions which are subject to effect scrutiny and risk management</b>		
Put in place arrangements to safeguard members and employees against conflicts of interest and ensure that continue to operate in practice.	<p>Officer's Code of Conduct updated in liaison with Human Resources by December 2014.  <b>Head of Democratic Services and HR Manager</b></p>	<p>Officers' Code of Conduct updated by HR Manager in liaison with Head of Democratic Services. Revised Code agreed by Council on 25 February 2016. <b>(G)</b></p>

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Ensure those making decisions for the Council or partnerships are provided with information that is fit for purpose, relevant, timely and gives clear explanations of technical issues and their implications..	Covalent established as the primary performance and project management tool by January 2015. <b>Head of Business Strategy and Performance</b> Review Data Quality guidance in light of move to Covalent by July 2015 <b>Head of Business Strategy and Performance</b>	This was achieved by January 2015. <b>(G)</b>  Data Quality guidance review delayed due to staffing changes. Information Governance Officer to undertake the review by April 2016. <b>(R)</b>
Ensure that effective arrangements for whistleblowing are in place to which officers, staff and all those contracting with or appointed by the authority have access.	Revised Whistleblowing Policy issued by June 2015. <b>HR Manager and Head of Audit, Fraud and Procurement</b>	The revised Whistleblowing Policy was agreed by the Employment Committee at its September 2015 meeting subject to any comments being incorporated from the Employees' Side. Final queries are currently being resolved with Unison before publishing. <b>(A)</b>
<b>CORE PRINCIPLE 5: Developing the capacity and capability of members and officers to be effective</b>		
Provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis.	Results from Councillors Survey to inform Induction Training Programme for Councillors. <b>Head of Democratic Services</b>	Responses received from prospective Councillors' Survey used to inform Induction Training Programme in May 2015. <b>(G)</b>
Assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively.	Structured Councillors' Training and Development Programme to be implemented during 2015. <b>Head of Democratic Services</b>	Individual member training needs analysis carried out to inform structured Councillors' Training and Development Programme to be implemented during 2016. <b>(A)</b>
<b>CORE PRINCIPLE 6: Engaging with local people and other stakeholders to ensure robust public accountability</b>		
Produce an annual report on the activity of the scrutiny function.	Reporting to be integrated into the Annual Performance Report by June 2015. <b>Head of Business Strategy and Performance</b>	Scrutiny annual report integrated into the annual performance report in June 2015. <b>(G)</b>

<b>Requirement of Local Code</b>	<b>Issue to be addressed and target date</b>	<b>Progress against target</b>
Ensure clear channels of communication with all sections of the community and other stakeholders and ensure effective monitoring arrangements.	Corporate approach to communications being reviewed as part of the establishment of Business Strategy and Performance Team by end of March 2015. <b>Head of Business Strategy and Performance</b>	Corporate approach to communications has been reviewed, and a restructured team established January 2015. <b>(G)</b>
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.	Equalities Working Group to be reviewed by December 2014. <b>Head of Business Strategy and Performance</b>	Group reviewed and reconstituted in December 2014. <b>(G)</b>
Establish a policy on consultation with the public and service user, including a feedback mechanism for consultees to demonstrate what has changed as a result.	Plans for future community and stakeholder engagement to be developed by June 2015. <b>Head of Business Strategy and Performance</b>	Plans under development. Delayed due to change in staffing and changes to Cabinet Portfolios. Due for adoption by Cabinet Member for Customers and Partners by March 2016. <b>(R)</b>
Publish an annual 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.	Annual performance report to Cabinet by June 2015. <b>Head of Business Strategy and Performance</b>	Completed in the form of a report to the Scrutiny Committee in June 2015 and Cabinet in July 2015. <b>(G)</b>

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<p>Ensure that the authority as a whole is open and accessible to the community, service users and its staff and ensure that has made a commitment to openness and transparency in all its dealings, including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.</p>	<p>Mandatory data transparency requirements met on website by March 2015. <b>Coordinated by Head of Audit, Fraud and Procurement</b></p>	<p>This work is mostly completed with information available on the Council's website. Some further work required on publishing purchase order information. <b>(A)</b></p>

Green <b>(G)</b>	Completed	Amber <b>(A)</b>	Underway	Red <b>(R)</b>	Delayed
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