

Review Process

The national framework provides examples of systems, processes, documentation and other evidence that help to demonstrate compliance, together with self-assessment tools and sources of further guidance. For example, for the principle *behaving with integrity*, the national framework includes for Members having a Code of Conduct, means by which Members interests can be registered, declared, recorded and reviewed and an effective Committee to oversee standards.

The annual review of the Code will use the information provided in the national framework to assess the effectiveness of governance arrangements by addressing the following questions:

What is in place to demonstrate that the principles are being met?

This will provide a check to make sure that the Council has the appropriate systems processes and documentation in place and that they reflect best practice. It will also identify any work that is taking place to address identified gaps.

Example: for the principle *behaving with integrity*, this would include for Members Coventry's Member Code of Conduct, registers of interests, the processes for making and recording declarations at meetings, processes for declaring gifts and hospitality, the training and support provided to Members and oversight of these issues by the Ethics Committee.

What arrangements are in place to measure the effectiveness of systems and processes?

An assessment of the arrangements that the Council has in place to provide assurance that the policies and arrangements are working and effectively and that where shortfalls are identified, these are being addressed.

Example: for the principle *behaving with integrity*, this would include for Members the sign off arrangements for the Code and registers of interests, gifts and hospitality; how we ensure they are kept up to date; whether appropriate training and support is provided to Members; and that there is appropriate oversight of these issues by the Ethics Committee.

Identify any gaps in policies, performance or assurance

An assessment of any gaps and the action required to address them. Actions will be prioritised, worked into an action plan for the following year which would be used to inform the Annual Governance Statement.