

GREEK NATIONAL BENCHMARK

Chapter A. Status of Local Elected Representatives

SECTION/ STATEMENT	ACTIVITY	COMMENTS / OTHER MEANS OF VERIFICATION / EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. General Framework				
A1.1	Adoption of standard Code of Conduct to include clear guidance to councillors as to what should be done in respect of: <ul style="list-style-type: none"> • duties and responsibilities, including service to the public • mutual respect for rights and obligations on reporting breaches • conflict of interest, gifts and hospitality disclosure • disclosing any financial, family or other interest in any activity of the municipality, including meetings, appointments, dealing with officials, etc. • holding incompatible posts • transparent decision making • not using official resources or facilities for party purposes • corruption and undue influence 		10	
A1.2	The municipality included amendments to Code to reflect local circumstances		5	
A1.3	The Code is publicly available in booklet form and through the municipality website		9	
A1.4	The municipality identified a committee to monitor the implementation of the Code, and to recommend revisions of the Code to the full council		10	
A1.5	All councillors are required to sign an undertaking before taking up office to adhere to the Code and its contents, and to agree to the disciplinary processes associated with the Code.		8	
A1.6	All new councillors receive training/induction in the duties and roles of a councillor,		8	

	including the purpose and contents of Code, as well as the requirements on disclosing interests during council proceedings			
A1.7	The Code has requirements on councillors disclosing relevant interests in any aspect of municipality proceedings, including official dealings with government agencies, council officials and members of the public		10	
A1.8	All council and committee meetings have terms of reference for the conduct of such meetings. The terms of reference include a requirement that at the start of all meetings, councillors are invited to disclose any relevant interests. Any disclosure is formally taken down in the minutes		8	
A1.9	The municipality has a committee designated to receive complaints about and adjudicate on failures to make disclosures during council proceedings, and other breaches of the Code. It makes recommendations on its findings to the full council, as well as indicating possible sanctions		10	
A1.10	The municipality conducts an annual public survey on perceptions of ethics and conduct and on service satisfaction		7	
A1.11	Publication to council or a central government agency of an annual report reviewing ethical framework in terms of Code, documentation, public survey, procedures, work with other agencies, breaches, and imposition of sanctions		6	

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2. Rights and Obligations of Elected Representatives				
A2.1	<p>The municipality ensures that, in relation to colleagues, officials and members of the public all councillors agree to:</p> <ul style="list-style-type: none"> • Work in the public interest • Avoid discriminatory conduct • Avoid unsuitable or inappropriate behaviour • Adhere to the council Code of Conduct 		10	

	<ul style="list-style-type: none"> • Report breaches of Code by others • Avoid conflict of interest in relation to personal, financial, family interests or holding other appointments and ensure that everything is disclosed • Exercise budget prudence • Act transparently in making decisions • Do not practice nepotism and canvass for posts, contracts, etc. • Furnish information as requested within the appropriate municipality policy • Avoid unauthorized disclosure of information • Promote anti-corruption stance of council • Avoid any interference in the work of officials 			
A2.2	The municipality has included in its Administrative Procedures or Standing Orders procedures to deal with allegations of failure to adhere to any of the expectations of a councillor listed in A2.1		10	
A2.3	The Committee designated at A1.9 is identified as responsible for receiving, considering, reporting potential breaches and enforcing any sanctions		10	

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3. Training, informing and co-operating with local elected representatives				
A3.1	The municipality has an induction manual for councillors		10	
A3.2	The municipality provides a training course, possibly shared with neighbouring municipalities, on the duties and responsibilities of a councillor, the structure and working of the council, the Code, etc.		8	
A3.3	The council works with neighbouring councils for training purposes, and in particular for updating competences to act as councillor and to be fully conversant with central government requirements		6	

Chapter B. Control and audit of local authorities

SECTION/ STATEMENT	ACTIVITY	COMMENTS / OTHER MEANS OF VERIFICATION / EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. External Control				
B1.1	The municipality has a designated official point of contact with the competent monitoring or audit authority		9	
B1.2	The municipality includes in the officials' terms and conditions of service a requirement that their duty lies to the municipality but that they are protected from dismissal on the grounds of co-operating with the external audit agency or drawing the agency's attention to activities or expenditure that may be in breach of a municipality's responsibilities		10	

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2. Internal Control				
B2.1	The municipality appoints officials to an Internal audit unit with responsibility for auditing procedures and systems, assessing risk and reporting on mismanagement, service quality, fraud. Such appointments must receive employment protection to undertake such work without fear or undue influence or retaliation (see B1.2)		10	
B2.2	The municipality establishes a Finance committee of the council to receive reports from the internal audit unit and then report to whole council		9	
B2.3	The municipality, through the internal audit unit, maintains an approved list of private sector audit firms for confirmation of accounts; privatisation; risk assessments, fraud and investments		8	

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3. Judicial supervision				
B3.1	The municipality has a policy on co-operation and provision of information or documentation to any audit or law enforcement agency officially investigating allegations of financial irregularity or criminal activity		9	
B3.2	The municipality formally implements any judicial decision on the work of the council and makes public such decisions and follow up given to them		9	

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4. Alternative mechanisms				
B4.1	The municipality initiates or is part of peer group membership at councilor or senior official level to discuss areas of common interest		6	
B4.2	The municipality invites appropriate councilors or senior officials on an annual basis to peer review procedures and practices		6	
B4.3	The municipality ensures that councilors have official premises or locations to hold weekly meetings or surgeries with constituents		6	
B4.4	The municipality undertakes biannual or annual public meetings by ward/constituency to discuss council activities and services		6	

Chapter C. Status of local public servants

SECTION/ STATEMENT	ACTIVITY	COMMENTS / OTHER MEANS OF VERIFICATION / EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. General framework				
C1.1	The municipality draws up a Code of Conduct for officials that is equivalent as far as possible to the Code of Conduct for councilors		10	
C1.2	The Code of Conduct is publicly available and, where possible, published on the municipality website		8	
C1.3	The relevant committee of the municipality annually reviews the Code		8	
C1.4	The municipality publishes the procedure and person or committee responsible for dealing with alleged breaches of the Code in accordance with the law and established employment practice		9	
C1.5	The municipality publishes an appropriate appeals procedure as part of the disciplinary process in accordance with the law and established employment practice		9	

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2. Rights and obligations of local public servants				
C2.1	The terms and conditions of service include a Code of Conduct that broadly covers the same issues as the Code of Conduct for councilors		10	
C2.2	The municipality ensures that each department has monthly meetings to discuss work-related issues		7	
C2.3	All officials have annual ethics awareness training		8	

C2.4	The municipality initiates a whistle-blowing policy with designated internal and external persons or agencies to receive allegations under that policy, the making of which in good faith should be included in officials' terms and conditions of service as not being grounds for disciplinary action or dismissal		9	
C2.5	The municipality has monthly worker consultative committees to: report to the council on constraints on, and improvements to, municipal services; discuss terms and conditions of service		7	

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3. Training, information, co-operation and transparency				
C3.1	All new staff receive induction training, possibly shared with neighbouring councils, and include training on conflict of interest, on accountability and responsibility, customer service and adherence to service delivery charters		8	
C3.2	The personnel department has an annual informational programme about public ethics across the municipality		7	
C3.3	The annual training programme has an ethics module whose delivery includes representatives from agencies responsible for the promotion or investigation of ethical conduct and misconduct		8	
C3.4	The personnel department seeks to share the annual training programme with neighbouring municipalities		7	
C3.5	The municipality makes an annual report on its training activities		7	
C3.6	The municipality holds regular briefings for local media		6	
C3.7	The municipality undertakes an annual public survey on perceptions of ethics and conduct and on service satisfaction		8	
C3.8	The municipality publishes an annual anti-corruption strategy, with risk assessments and actions taken		6	

Chapter D. Transparency, administrative procedures, anti-corruption campaigns and evaluation

SECTION/ STATEMENT	ACTIVITY	COMMENTS / OTHER VERIFICATION/EVIDENCE DESCRIBE)	MEANS OF VERIFICATION (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. Transparency and access to information					
D1.1	The municipality has a general policy document on service delivery, on access to information, and on complaints procedures. This refers not only to the municipality's internal procedures but also to those available from those agencies with responsibility in whole or in part for the activities of the municipality (such as a Local Ombudsman or State Audit)			8	
D1.2	The municipality publishes a short policy statement on data protection and access to information. Where documents that may be accessed are not on the website, the municipality publishes the office and hours of opening where the documents may be accessed; councils may make a small charge for copying			8	
D1.3	The background papers to the policy reflect prior consultation with appropriate anti-corruption, ombudsman and other bodies			6	
D1.4	Municipality Procedures have clear statement on days/times of council meetings which is published monthly, and ensure the right of access for the public.			8	
D1.5	All official documents, including committee and council agendas and minutes, and procedures for all departments, are publicly available during office hours or on the municipality website			8	
D1.6	The municipality has a policy on recordkeeping, and storage time with a designated official responsible			6	
D1.7	The municipality has an official website, with a designated official to maintain it			7	
D1.8	All services to the public issue a service delivery charter, to be available in relevant municipality offices			9	

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2. Administrative procedures				
D2.1	The municipality publishes its service delivery processes on initiating requests, decisions, names, access, etc., to be available in all relevant municipality offices		8	

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3. Anti-corruption campaigns and policies				
D3.1	There is a clear commitment against corruption from the local leadership and councilors, public servants and citizens are well aware of it		10	
D3.2	There are regular campaigns to encourage citizens' resistance to bribe requests and whistle blowing		8	

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4. Evaluation of compliance with ethical standards				
D4.1	There is an anonymous and easily accessible system of collecting complaints (complaints box)		9	
D4.2	The municipality undertakes an annual public survey on perceptions of ethics and conduct and on service satisfaction; the survey includes questions on the supply side (availability to pay bribes)		6	
D4.3	Data from various sources (complaints box, administrative complaints, cases brought to court and solutions given, public survey) are regularly analysed, published and their evolution is monitored		10	

Chapter E. Local authorities' relations with the private sector

SECTION/ STATEMENT	ACTIVITY	COMMENTS / OTHER MEANS OF VERIFICATION / EVIDENCE (PLEASE DESCRIBE)	MAX SCORE	SCORE
1. Public contracts for the supply of goods or services, concluded by local authorities				
E1.1	Each contract involves the opportunity for public consultation on projects or contracts which may impact on the public (such as leisure facilities or planning permission)		7	
E1.2	<p>The municipality's Administrative Procedures, Code of Conduct and terms and conditions of service:</p> <ul style="list-style-type: none"> • prohibit councilors and officials from any involvement in appointments, bids or contracts • ban councilors and officials from accepting any hospitality from existing or prospective contractors and suppliers • allow the municipality to void any appointment, bid or contract where any councilor or official failed to disclose the involvement of any family member 		10	

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2. Delegation of public services to the private sector				
E2.1	All decisions on delegation are the subject of a due diligence report by council officials and submitted to the relevant municipal committee, with a focus on the public interest and cost savings in favour of the public		9	
E2.2	The municipality seeks to develop longer-term partnership projects with other municipalities with joint investment, joint risk agreements and agreed pricing and delivery		7	

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3. Relations with the non-profit sector: subsidising associations and delegating public services to them				
E3.1	There is a policy on funding of non-profit sector with clear criteria and reasons for decisions, including public interest and transparent management		8	
E3.2	Due diligence inspection of the association is carried out prior to decision		8	
E3.3	A designated committee of the municipality decides on funding and conditions associated with funding		7	
E3.4	Published and specific service level agreements are attached to funding decision		7	

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4. Issuing licenses/permits and certificates (particularly in town planning matters)				
E4.1	Service delivery charters are adopted and published governing applications for permits and planning, access to municipal premises and relevant documentation required		9	
E4.2	There are official forms that state office/official responsible, timescale for decision, and reasons for decision		9	
E4.3	Applications are available for public consultation during office hours		7	
E4.4	There are formal public participation procedures for community-relevant licences, such as alcohol sales or planning		7	
E4.5	Planning decisions are published in local media or on council website and are available for inspection in the council's offices		9	
E4.6	There is a public statement in all application documents for licences and planning warning that influence or bribery will void any decision.		8	

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5. Management of municipal assets				
E5.1	There is a full, referenced, published inventory, available during office hours or on website		8	
E5.2	An official responsible for managing assets is designated		7	
E5.3	There are formal public participation procedures for community- relevant sale or rent, such as open land or buildings currently used for community purposes		6	
E5.4	Annual inspection of inventory of assets is performed		6	
E5.5	Annual audit confirmation of the use of and income from assets is effected		7	
E5.6	There is an annual audit statement of assets held, sold, rented to whom and income received		7	