

Scheme of Governance

Approved by Council 2 March 2020



Aberdeen City Council

Scheme of Governance

1. Purpose and Interpretation

The Scheme of Governance for Aberdeen City Council is jointly authored by the Chief Officer – Governance, the Chief Officer – Finance and the Head of Commercial and Procurement.

The Scheme of Governance contains key governance documents to facilitate lawful decision making. It is one of the primary sources of assurance required to demonstrate the effectiveness of the Council's systems of internal control, referred to in the Council's approved Local Code of Corporate Governance against which the Annual Governance Statement is set.

These documents should be read and interpreted in conjunction with one another. In the event of any inconsistencies between the documents, advice should be sought from the Monitoring Officer. In the event of a discrepancy between the law and the Scheme of Governance documents, the law will prevail.

The Scheme of Governance contains the following:

DOCUMENT	PURPOSE
Committee Structure and Terms of Reference	Decision making authority delegated by the Council to each Committee and Sub Committee
Powers Delegated to Officers	Decision making authority delegated by the Council to the Chief Executive, Directors and Chief Officers
Standing Orders for Council, Committee and Sub Committee Meetings	Rules of procedure for meetings of Full Council and its Committees and Sub Committees
Financial Regulations	Rules governing financial management of the Council
Procurement Regulations	Rules governing contracting and procurement by the Council
Member Officer Relations Protocol	Rules governing relationships between elected members and Council officers

2. Implementation and Review

The Scheme of Governance was initially approved by Full Council in March 2018 and is subject to the following review arrangements:

- o Annual review alongside the Annual Governance Statement to be led by Chief Officer – Governance and reported to Council, if necessary, with any proposed alterations.
- o The terms of the delegation to Chief Officer – Governance to make minor amendments (i.e. non material) following consultation with the Business Manager.