# Aberdeen City Council – Local Code of Corporate Governance

CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives) framework "Delivering Good Governance in Local Government" was published in April 2016, establishing the principles which should underpin good governance and reminding local authorities that they should test their governance structures and partnerships against those principles. Aberdeen City Council achieved CIPFA's Mark of Excellence in Governance in 2020 and continues to make improvements in order to demonstrate advanced governance arrangements and retain this accreditation in the longer term.

This Local Code of Corporate Governance sets out our commitment to the principles of good governance by citing the primary controls and sources of assurance which demonstrate the effectiveness of our systems of internal control. Through the Annual Governance Statement, we ~~will~~ provide annual assurance to the Audit, Risk and Scrutiny Committee that we are regularly monitoring and evaluating these controls to ensure they remain relevant and robust, and that we are managing our resources in a way which ensures delivery of our Operating Model. This is supported by the Council's Behavioural Framework which ensures that our culture and organisational capabilities are aligned.

| | Governance Principles | Primary Sources of Assurance |
|---|---|---|
| **Core Principle A**<br><br><br><br>Sub-Principles | Behaving with integrity, demonstrating strong commitment to ethicalvalues, and representing the rule of law.<br><br><br>• Behaving with integrity<br>• Demonstrating strong commitment to ethical values<br>• Respecting the rule of law | • Member/ Officer Relations Protocol<br>• Employee Code of Conduct<br>• Behavioural Framework and Organisational Capabilities<br>• Register of Interests<br>• Register of Gifts and Hospitality<br>• Scheme of Governance – Officer and Committee Delegations<br>• Scheme of Governance - Standing Orders for Council, Committee and Sub Committee meetings |

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| | | <ul><li>Consultation and Legislation Trackers</li><li>Annual reviews of Committees' effectiveness</li><li>Corporate Policy Framework and Strategy Framework</li><li>Statutory Officers and Statutory Appointments</li><li>Complaints Handing Procedure</li><li>Elected Member Induction and Development</li><li>Information Governance Annual Report</li><li>Bond Governance</li></ul> |
| **Core Principle B**<br><br>Sub-Principles | Ensuring openness and comprehensive stakeholder engagement<br><br><ul><li>Openness</li><li>Engaging comprehensively with institutional stakeholders</li></ul> | <ul><li>Budget Protocol</li><li>Council Delivery Plan</li><li>Local Outcome Improvement Plan</li><li>Locality Empowerment Groups</li><li>Community Planning Aberdeen Engagement, Participation and Empowerment Strategy</li><li>Community Council Liaison and Support</li><li>Webcasting of Council and Committee meetings</li><li>Trade Union Engagement including Staff Governance Committee</li><li>ALEO Strategic Partnership</li><li>Leadership Forum</li></ul> |

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| | | • Integrated Impact Assessments<br>• Parental Involvement and Engagement Plan<br>• City-wide Pupil Forum<br>• ~~ACC Citizen Space~~ Digital Consultation and Engagement Platform~~Hub~~ |
| **Core Principle C**<br><br>Sub-Principles | Defining outcomes in terms of sustainable economic, social and environmental benefits<br><br>• Defining outcomes<br>• Sustainable economic, social and environmental benefits | • Council Delivery Plan<br>• Commissioning Intentions and Service Standards<br>• Performance Management Framework<br>• Annual Procurement Performance Report<br>• Scotland Excel Annual Report<br>• Local Outcome Improvement Plan and Improvement Groups<br>• ~~Commissioning Intentions and Annual Budget Setting~~<br>• ALEO Annual Reports<br>• Economic Policy Panel |
| **Core Principle D**<br><br>Sub-Principles | Determining the interventions necessary to optimise the achievement of intended outcomes<br><br>• Determining interventions<br>• Planning interventions<br>• Optimising achievement of intended outcomes | • Effective and embedded risk management system<br>• Effective and embedded budget monitoring and financial planning<br>• Annual reviews of Committees' effectiveness<br>• Performance Management Framework<br>• Local Resilience Partnership<br>• Business Continuity Planning and Testing<br>• Local Outcome Improvement Plan and Improvement Groups |

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| | | • Population Needs Assessment |
| **Core Principle E**<br><br>Sub-Principles | Developing the entity's capacity, including the capability of its leadership and the individuals within it<br><br>• Developing the entity's capacity<br><br>• Developing the capability of the entity's leadership and other individuals | • Behavioural Framework and Organisational Capabilities<br>• Scheme of Governance – Officer and Committee Delegations<br>• Corporate Policies Framework<br>• Leadership Forum<br>• Member/Officer Relations Protocol<br>• Future of Work Action Groups<br>• Equality, Diversity and Inclusion Groups<br>• ACC Learn (e-learning platform for employees)<br>• Leadership and Development Programme<br>• Elected Member Information and Development Programme |
| **Core Principle F**<br><br>Sub-Principles | Managing risk and performance through robust internal control and strong public financial management<br><br>• Managing risk<br>• Managing performance<br>• Managing data<br>• Strong public financial management | • Medium Term Financial Strategy<br>• Financial Regulations<br>• Following the Public Pound Guidance<br>• Performance Management Framework<br>• Effective and embedded budget monitoring and financial management<br>• Risk Registers and Assurance Maps<br>• Risk Appetite Statement<br>• Risk Management Policy and Guidance |

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| | | - Bond Governance and Annual Credit Rating Assessment<br>- Internal Audit Plan and Inspections Planner<br>- External Audit Strategy<br>- Horizon Scanning<br>- Counter Fraud Training<br>- Scheme of Governance – Officer and Committee Delegations<br>- Procurement Regulations, Training and Development<br>- Annual review of Audit, Risk and Scrutiny Committee effectiveness<br>- Business Continuity Plans ~~for Critical Function~~<br>- Assurance 365 Data |
| **Core Principle G**<br><br>Sub-Principles | Implementing good practices in transparency, reporting, and audit to deliver effective accountability<br><br>- Implementing good practice in transparency<br>- Implementing good practices in reporting<br>- Assurance and effective accountability | - Local Government Benchmarking Framework<br>- Complaints Handing Procedure<br>- Annual Procurement Performance Report<br>- Register of Interests<br>- Register of Gifts and Hospitality<br>- Project Management Protocols<br>- Committee Reporting Framework<br>- Financial Reporting – Annual Financial Statements and Accounts, Annual Budget<br>- Medium and Long Term financial plans and quarterly reporting to Committees |

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| | | • Internal Audit Plan, Charter, Reporting <br> • External Audit Strategy |