

## SDPA

## Code of Corporate Governance

The aim of this Code of Corporate Governance is to set out the framework by which SDPA manages the governance of its affairs. This Code is structured around the principles set out in the CIPFA Guidance Note for Scottish Authorities - Delivering Good Governance in Local Government. Under each principle it is outlined how SDPA will be addressing it.

**Public Focus**

- We will publish an Annual Report each year, presenting an objective and easily readable account of our activities, achievements, and performance.  
<http://www.aberdeencityandshire-sdpa.gov.uk/AboutUs/AboutUs.aspx>
- We will have in place arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in our work.
- We will conduct our business on an open basis, subject only to the requirements of appropriate levels of individual and commercial confidentiality.
- We will establish appropriate relationships with relevant parties on matters of mutual interest.

**Structures and processes**

We will ensure appropriate processes are in place to set out strategic direction:

- We will ensure that our Board meets on a formal basis regularly to set a strategic direction and monitor service delivery.  
<http://www.aberdeencityandshire-sdpa.gov.uk/AboutUs/SDPAMeetings.aspx>
- We will continue to develop and comply with documented protocols as required by statute.
- We will ensure that all activities are fully documented, appropriately authorised and carried out in a planned manner.
- We will maintain proper records to ensure that the Annual Accounts shows a true and fair view, and that expenditure has been properly authorised and allocated in an appropriate manner.

**Risk management/internal control**

We will maintain robust systems for identifying and evaluating all significant risks:

- We will review and appraise the internal controls of the SDPA to ensure we are identifying and managing risks.
  - We will ensure that our Board members are provided with any training needed to perform their role.
  - We will ensure that our staff are competent to perform their roles.
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- We will maintain an objective and professional relationship with our external auditors and statutory inspectors.
- Our annual statement of accounts will be published on a timely basis and contain an objective and understandable statement and assessment of the risk management and internal control mechanisms and their effectiveness in practice.

### **Vision**

- SDPA's main purpose is to prepare and keep under review the Strategic Development Plan for a strategic development area.

### **Standards of conduct**

- Our Board members are bound by the formal codes of conduct as set out in their relevant authorities which define the standards of personal behaviour to which individual Board members are required to subscribe and ensure that they are complied with in practice.
  - Our staff are employed by the two local authorities and as such will have in place formal contracts and policies defining the standards of personal behaviour to which our staff are required to subscribe and will ensure that they are complied with in practice.
  - We will put in place arrangements to ensure that Board members and staff are not influenced by prejudice, bias or conflicts of interest in dealing with stakeholders.
  - We will respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.
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