

REPORT TO: CITY GOVERNANCE COMMITTEE – 24 JUNE 2024

REPORT ON: LOCAL CODE OF CORPORATE GOVERNANCE

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 162-2024

1 PURPOSE OF REPORT

- 1.1 To present to Committee the Council's Local Code of Corporate Governance.

2 RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 approves the annual compliance review and updated Local Code of Corporate Governance as detailed in Appendix 1.
- 2.2 notes the progress against the 2023/2024 improvement action plan in Appendix 2.
- 2.3 approves the areas for improvements listed in Appendix 3 for 2024/2025.
- 2.4 notes the progress against the seven core principles of good governance from the CIPFA/SOLACE Delivering Good Governance in Local Government Framework (2016) listed in Appendix 4.

3 FINANCIAL IMPLICATIONS

- 3.1 None.

4 BACKGROUND

- 4.1 In 2016, CIPFA extensively revised the Code in its publication "Delivering Good Governance in Local Government: Framework" and the accompanying Guidance notes for Scottish Authorities, 2016 edition. The contents of the attached arise as a result of consideration of the Code including the requirement to improve accountability to the public and stakeholders by explaining how the authority has resolved any governance issues raised in the previous year's statement. An Annual Governance Statement is included in the Council's Annual Accounts and is also reported separately to Scrutiny Committee.
- 4.2 The annual compliance review seeks to maintain a high standard of corporate governance and to ensure continuous improvement. Previous compliance reviews suggest a high level of compliance with the guidelines, although areas for improvement were identified and acted upon. These improvements included the implementation of the corporate performance management system, the development of performance reporting on the Council's website and the development of a Risk Management Policy and Strategy. In addition, all national reports issued by relevant regulatory bodies are now referred to the Scrutiny Committee and/or the relevant service committee where appropriate.

5 CURRENT COMPLIANCE REVIEW

- 5.1 The current compliance review against existing guidance, to consider Corporate Governance arrangements and their implications for the authority, was carried out by key council officers and agreed by the Council Leadership Team.
- 5.2 Consistent use of the same scoring mechanism supports year on year monitoring of improvement and allows the Council to assess the extent of its compliance with the guidelines as presented in Appendix 4. The scoring mechanism suggests that the Council is 99% (2022/2023: 99%) compliant with the guidelines which, given their wide scope, is considered very good.

- 5.3 The scoring mechanism was used to assist and prepare the Improvement Agenda in Appendix 3 whereby senior officers identified areas where compliance with the code could be improved during the year. This also helps inform the overall Improvement Agenda in the Council's Annual Governance Statement.
- 5.4 In addition, as part of the Annual Governance Statement Executive Directors from each service are required to complete a self-assessment checklist in conjunction with their senior management teams, of their own governance, risk management and internal control arrangements. This exercise involves the completion of a 75-point checklist covering eight key governance areas of Service Planning and Performance Management; Internal Control Environment; Fraud Prevention and Detection; Budgeting, Accounting and Financial Control; Risk Management and Business Continuity; Asset Management; Partnerships; and Information Governance. That again indicated a high level of compliance, with an overall score above 92% (2022/2023: 91%).

6 POLICY IMPLICATIONS

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

7 CONSULTATIONS

- 7.1 The Council Leadership Team were consulted in the preparation of this report and agreed with its contents.

8 BACKGROUND PAPERS

- 8.1 CIPFA's Delivering Good Governance in Local Government: Framework (2016) and corresponding Guidance Notes for Scottish Local Authorities (2016).

ROBERT EMMOTT
EXECUTIVE DIRECTOR OF CORPORATE SERVICES

14 JUNE 2024

DUNDEE CITY COUNCIL**LOCAL CODE OF CORPORATE GOVERNANCE (2023/2024)****FOREWORD**

Dundee City Council strives to meet the highest standards of corporate governance to help ensure that it meets its objectives. The Council is determined to ensure that it delivers the best possible services to city residents. It has developed a modern and effective local democracy that responds quickly and flexibly, and delivers high quality services when and where people need them.

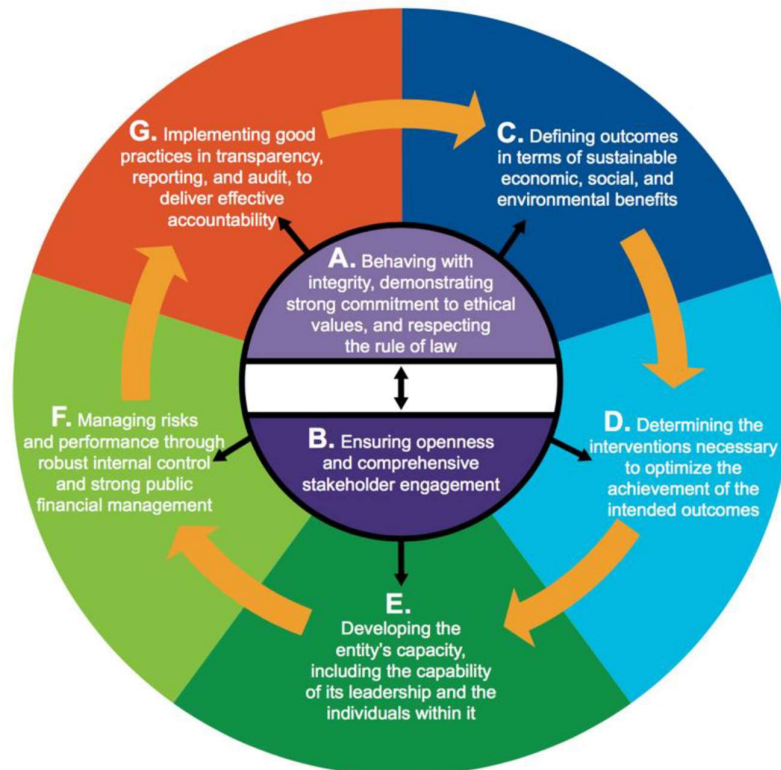
The Council is committed to effective decision-making that is transparent and open to genuine scrutiny. To support this, it provides on its website (www.dundeeccity.gov.uk) details of its plans, policies, procedures and performance.

DEFINITION

Corporate Governance is the system by which Dundee City Council directs and controls its functions and relates to its community. An Annual Governance Statement is included in the Council's Annual Accounts each year and is also reported separately to Scrutiny Committee.

THE CODE

The Local Code of Corporate Governance for the Council consists of seven main principles of good governance derived from CIPFA's Delivering Good Governance in Local Government: Framework (2016):-

**BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES AND RESPECTING THE RULE OF LAW**

The Council is committed to the seven principles of Good Governance. The Council has introduced an Ethical Values Framework which is underpinned by these principles and is comprised of a framework of policies, procedures, behaviours and values by which the Council is controlled and governed. The documents that make up this framework provide the structures and guidance that Elected Members and Officers require in order to ensure effective governance across the organisation.

The Best Value Self-Evaluation ([Report 68-2020](#)) presented to committee in February 2020 covered eight Best Value themes, one of which was Governance and Accountability. The report highlighted the Council's commitment to the Local Code of Corporate Governance, the fact that good financial governance and scrutiny arrangements are in place, and that the roles and responsibilities of the statutory posts and Executive Directors are clearly set out in the Council's Standing Orders. This self-evaluation report also puts forward key improvement actions covering all eight themes which indicates that the Council is committed to continuous improvement not only to meet its basic standards but to be able to demonstrate advanced or exemplary practice.

The corresponding Accounts Commission [Best Value Assurance Report on Dundee City Council](#) which was published in September 2020 and reported to Committee in November 2020 ([Report 284-2020](#)) describes the Council's numerous strengths under the Governance and Accountability theme. It also highlights that this was one of only two themes that did not have any further areas of improvement that hadn't already been identified by the Council and reported to either Policy and Resources or Scrutiny Committee as part of its improvement agenda which is informed by the Local Code of Corporate Governance and the results from the governance self-assessment checklists completed by the Council's Service areas. This indicates that the Council's current corporate governance assurance process is a robust system of self-assessment.

The position around the Council's progress against the key improvement actions in the Best Value Self-Evaluation report was closely and regularly monitored and updated reports on progress were reported to committee in April 2021 ([Report 128-2021](#)), November 2021 ([Report 292-2021](#)), June 2022 ([Report 137-2022](#)), and December 2022 ([Report 293-2022](#)).

The Accounts Commission's Best Value Thematic Review 2022/2023 which was published in August 2023 and reported to the City Governance Committee in September 2023 ([Report 241-2023](#)). For year one, the thematic work requires auditors to carry out an overview of the effectiveness of council leadership (officers and elected members) in developing new local strategic priorities following the elections in May 2022. The Best Value Thematic Report 2022/2023 is positive and demonstrates good progress since the previous Best Value Audit in 2020. The report confirms the completion of all of the improvement actions which were recommended in the Best Value Assurance Report of 2020 and provides assurance that Dundee City Council complies with its statutory obligations to secure Best Value.

The Accounts Commission's current Best Value Thematic Review 2023/2024 is looking at Workforce Planning and will be published later in 2024.

The Council's Our People Strategy ([Report 288-2022](#)) sets out the strategic direction and ambitions for the workforce, linked to the City and Council plans with four clear values framed around a positive employee experience:

- 1) To be open and honest;
- 2) To be fair and inclusive;
- 3) To always be learning; and
- 4) To be innovative and transforming.

The Council has a range of systems and procedures in place to ensure that members and employees of the authority are not influenced by prejudice or conflicts of interest in dealing with its citizens. The Council maintains a continually updated [Register of Members Interests](#) which is available for inspection by members of the public. In addition, there is also an Officer's Register of Interest with recently expanded scope to include high risk posts. There is also a Register of Gifts, Gratuities and Hospitality.

The Council has Members and Officers Codes of Conduct in addition to the [Standing Orders of the Council](#), [Financial Regulations](#), [Tender Procedures and Delegation of Powers](#) and Disciplinary Procedures. The Council has a "[Whistle Blowing](#)" policy in place with a formal system to support the reporting of concerns received via a number of mechanisms, including a dedicated phone line and online form for [Whistle blowing and Fraud Reporting](#) to provide for the direct reporting of problems to senior managers without fear of recrimination. The Council also updated its [Counter Fraud and Corruption Policy](#) during 2022/2023. There is also an annual report on the Corporate Fraud Team's Activity and performance and whistle-blowing presented to the Scrutiny Committee ([Report 270-2023](#)).

The National Code of Conduct, the Disciplinary Procedures and the Local Code on Corporate Governance are also applicable in general terms to any external organisations to which elected members and/or officers are appointed. Such organisations must also comply with the [Following the Public Pound Guidelines](#) which is covered by a separate report to Committee.

The Council is committed to equal opportunities including both the elimination of discrimination and the use of positive action measures to ensure that employment opportunities, service provision and access to civic life are bias free and made equally and easily available to people from target groups.

ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

During 2023/2024, the Council introduced a new committee structure to better reflect the needs and priorities of the city see Article II of the Minute of Meeting of the [Policy and Resources Committee of 26th June 2023](#).

From January 2024, live streams of Council meetings are available for the public to view on the Council's [YouTube channel](#) as well as recordings of previous committee meetings.

The overarching plan for Dundee City is contained within the Local Outcomes Improvement Plan: [City Plan 2022-2032 \(Report 255-2022\)](#). This document is prepared in partnership with other public sector organisations where mutual objectives have been established. Progress towards strategic actions and key performance indicators in both the City and [Council Plan 2022-2027 \(Report 280-2022\)](#) are now presented in a combined report to the Council Leadership Team, the Council's Scrutiny Committee, the City Governance Committee and the Dundee Partnership Management Group twice yearly.

The Council maintains a register of all consultation exercises undertaken with its stakeholders. These exercises inform the development of future service provision. The Council also publishes a comparative Performance Report whereby its performance is compared to the performance of similar urban authorities in its Family Groups as defined by the Improvement Service, these performance indicators are known as the Local Government Benchmarking Framework indicators. Each of the indicators in this report are also reported in detail on the [Dundee Performs](#) pages on the Council's website so that stakeholders can form an idea of how our performance compares to that of our peers.

The Council's revised Performance Management Framework for 2021-24 was approved in March 2021 ([Report 66-2021](#)). It sets out how the Council will consistently plan and manage performance and improvements to its services. This will enable key decision makers, both elected members and officers, to take necessary action based on facts about current performance.

The Council has also established eight Local Community Planning Partnerships (LCCPs) whereby stakeholders are consulted about community needs. These projects feed in to the wider planning process at corporate level. As with Council Meetings, all meetings of the [Local Community Planning Partnerships](#) are open to the public and full minutes of the meetings are recorded. The LCCPs combine national and City-wide priorities with local priorities to shape action. The Locality Leadership Scheme and Local Community Planning 2022-2027 ([Report 251-2022](#)) reviewed and updated the Local Community Plans for 2022-2027. Each council ward has a local community plan. The Elected Members from each ward engage with community representatives and representatives from third and public sector partner organisations based on local priorities. Each LCCP is chaired by a senior manager from within the Council and meets quarterly. The work of the LCPPs builds on over a decade of developing Dundee's Decentralisation Strategy and working to promote local co-ordination within the strategic priorities of the City. Quarterly Decentralisation Meetings provide the opportunity for the LCPP Chairs and Communities Officers to meet with senior management to discuss the links between local and City-wide strategies.

The community planning process is well regarded and the Council is committed to re-energising local community planning. Participatory budgeting is being extended and this commitment is outlined in the Council Plan 2022-2027. A report on Mainstreaming Participatory Budgeting was approved by Council Leadership Team (CLT) in February 2021 which will help to progress this issue. Community representatives and partners are consulted on and assist in the delivery of local solutions making use of the Community Empowerment Act to improve participation and devolve more local funding and assets.

The Council works effectively with a wide range of partners and stakeholders which has enabled a clear set of priorities to be identified which respond to the needs of communities in both the short and the longer term. The Dundee Partnership structure includes arrangements for overall governance along with a LCPP for each ward. The Council is the lead partner within the wider Dundee Partnership and coordinates the majority of the ongoing and strategic activity relating to community engagement. It is co-chaired by the Chief Executives of Dundee City Council and NHS Tayside and Membership consists of senior leaders from a wide range of public sector partners along with additional representatives from the Third Sector, Universities and Colleges, Chamber of Commerce and Scottish Government Liaison Team. There are also two Elected Members (The Council Leader and Major Opposition Group Leader) and two community representatives on this group.

In 2017/2018 the Council encouraged stakeholder engagement through the [Dundee Decides](#) website to allow local residents the opportunity to decide how the Council should spend the Community Infrastructure Fund. Since then the Engage Dundee annual consultation has been launched asking people in Dundee to tell public services, voluntary organisations and community groups what the priorities are where they live. Dundee City Council, Dundee Volunteer and Voluntary Action and community groups worked together through the initiative to collect information directly from citizens across Dundee. The information collected through the Engage Dundee process is used to inform Local Community Plans, Participatory Budgeting projects and local action across Dundee. During 2022/2023 the Dundee Climate Fund Vote ([Report 174-2022](#)) was launched. The Dundee Climate Fund Community Choices exercise, which was the first Scottish Local Authority led green Participatory Budget will deliver the Dundee Climate Fund over the next 4 years. During 2022/2023 [Dundee's Voice](#), a new digital participation platform, was launched that aims to seek the views of citizens and raise citizen engagement. In 2023/2024, the Dundee Climate Fund 2.0 continued with the Council's aim of seeking community engagement.

In addition, improvements have been made to some Council services as a result of listening to customers and service users. These improvements are reported to City Governance Committee annually ([Report 138-2023](#)).

A Community Wealth Building report was approved at committee in November 2021 ([Report 313-2021](#)). The delivery of the Community Wealth Building Strategy is a strategic priority in the new City Plan and the council will be working with partners to implement this. Progress during 2021/2022 was reported to the Policy and Resources Committee in April 2023 ([Report 70-2023](#)).

DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL AND ENVIRONMENTAL BENEFITS

The strategic plan for the city is governed by the [City Plan 2022-2032 \(Report 255-2022\)](#). This includes detailed information about the actions that public agencies and their partners will take to achieve our vision for the city. The plans present an integrated approach to public investment and service provision. They also include the promotion of joint working with NHS (Tayside) and other public bodies. The Council has also prepared the [Council Plan 2022-2027 \(Report 280-2022\)](#) which adopts the related targets and priorities expressed in the City Plan.

Individuals and groups from all sections of the community are encouraged to contribute to and participate in the work of the authority. The development of [Local Community Planning Partnerships](#), [Community Councils and Community Representative Bodies](#) for areas of the city within the boundaries of each parliamentary constituency is designed to encourage more grassroots participation in Council decision-making and to bring the Council closer to the people. Local Community Engagement Strategies and Local Community Plans have been developed for each multi-member ward as means of identifying and responding to local issues and involving communities in the planning and delivery of public services. In addition, the Council solicits views on a wide range of decisions and maintains a listing of community groups and voluntary organisations and invites their opinion on possible developments likely to affect them. A recent development has been the introduction of [Dundee Decides](#), which allow communities the opportunity to help direct how the Community Infrastructure Fund is spent. Since then the Engage Dundee consultation has been launched asking people in Dundee to tell public services, voluntary organisations and community groups what the priorities are where they live. During 2022/2023 the Dundee Climate Fund Vote ([Report 174-2022](#)) was launched. The Dundee Climate Fund Community Choices exercise, which was the first Scottish Local Authority led green Participatory Budget will deliver the Dundee Climate Fund over the next 4 years.

DETERMINING THE INTERVENTIONS NECESSARY TO OPTIMISE THE ACHIEVEMENT OF THE INTENDED OUTCOMES

The Council's combined annual Revenue and Capital Budget is of the order of £850 million. Budget compared to actual expenditure is closely scrutinised and overspends and underspends reported to [City Governance Committee](#) on a regular basis in order that members are kept fully and timeously aware of any significant departures from the budgeted position. In the course of the year, any departures from the budgeted position can be mitigated by the movement of resources from one budget heading to another in order to smooth out overall annual spend.

The council publishes an annual Budget Strategy report ([230-2023](#)) which includes an update to the Medium Term Financial Strategy. The annual Revenue Budget report includes a Statement on Reserves and Balances and includes a Longer-Term Revenue Budget Model ([Report 55-2024](#)).

The Council's revised Corporate Performance Management Framework for 2021-24 which was approved in March 2021 ([Report 66-2021](#)) aims to provide an overview of the Council's approach to performance management and the range of public reporting that takes place throughout the year. Performance is monitored and reported on the Council's Corporate Performance Management System. The framework aims to document the range of reports that are produced or are planned to be produced for Elected Members. This includes publishing information for the public reporting of performance. The reporting of performance to Elected Members, the public and other stakeholders helps to ensure accountability. Elected Members have a key role in prioritising and scrutinising improvement activity through the Committee process. In order to better equip Elected Members to meet their responsibilities in relation to managing performance, officers have delivered training on performance management, including how to measure performance in relation to improved outcomes. To ensure the Council's Scrutiny Committee complies with the recommendations in CIPFA's Position Statement: Audit Committees in Local Authorities and Police 2022, Scrutiny Committee members undertake a self-assessment of their performance, knowledge and skills, and an annual report is prepared from the Scrutiny Committee to the Council. This information is then used to identify any actions or training required for Scrutiny Committee members.

Service Level Service Plans have been developed for each of the five Council services, Leisure and Culture Dundee (L&CD) and Dundee Health and Social Care Partnership (DHSCP). The Service Plans relating to individual teams within each of the five Strategic Service Areas continue to be developed. The acceptance of ownership of these indicators by senior officers and elected members is key to their development. Key to the success of the Service Plans is the utilisation of the Corporate Performance Management System which enables performance monitoring, recording and reporting. Each service has a 'portal' in the Corporate Performance Management system containing the key performance indicators and actions from the City Plan, Council Plan, Fairness Action Plan and Local Government Benchmarking Framework (LGBF) for which they are responsible. In addition, progress updates against individual Service Plans are reported regularly to the relevant committee.

Over the remainder of the 2024/2025 financial year, the Council will be developing the reports to be drawn down from the Corporate Performance Management system in order that the best and most up-to-date performance information is readily available. Reports will be available for all tiers of the Council from Committee level down to team and individual level.

This will help ensure that performance issues are deeply embedded within the Council's work ethos at all levels improving services to all stakeholders.

DEVELOP THE ENTITY'S CAPACITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

The Council has an induction programme for all employees which sets out the Council's vision and values. Individual service areas also deliver service specific induction. The Council is linked into national Workforce and Learning and Development agendas which are professionally specific and related to regulated and integrated services. The Council also works closely with other agencies on national Workforce and Leadership priorities through Convention of Scottish Local Authorities (CoSLA) and the Society of Personnel and Development Scotland (SPDS) and is represented on many national workforce groups.

The Council has specific leadership meetings in place to ensure a consistent and strategic message is discussed and disseminated. The Council Leadership Team meets monthly for topic specific focus on key strategic areas. The wider Council Leadership Team also meets monthly with separate service team meetings following this, ensuring a route for the cascade of information to the wider workforce. Regular Chief Executive Blogs are communicated using the Council's OneDundee intranet giving leadership messages and information which transcends individual services.

The Council has established a twice-yearly Leadership Conference for Senior Managers and officers to discuss emerging issues within Dundee and beyond. Senior leaders are involved in a number of groups at a national level. Relaunched in 2024, Leading Team Dundee, the Council's flagship development and engagement programme for leaders or those developing a leadership role, hold regular events, linked to the Leadership Conference themes or other key strategic or developmental issues. The Council also supports a range of accredited and in-house leadership development activity that supports personal and professional development as a leader.

The Council's Our People Strategy ([Report 288-2022](#)) It sets out the strategic direction and ambitions for the workforce, linked to the City and Council Plans with clear values framed around a positive employee experience:

- 1) To be open and honest;
- 2) To be fair and inclusive;
- 3) To always be learning; and
- 4) To be innovative and transforming.

The MyLearning Hub refers to My Contribution. The Council encourages employees to seek improvement to working practices and come up with solutions and ideas to continually improve the way things are done. By ensuring skills in performance management, service design and continuous improvement, the Council will have the ability to review the services that are provided to citizens and suggest better ways to deliver outcomes. An empowered workforce is crucial to the Council's journey towards having a positive culture of innovation, improvement and change. The Hub also contains a wide range of information on leadership, professional development, qualifications and continuous improvement opportunities available for all employees to consider.

Job descriptions and person specifications are available for all posts advertised. The Council's employee appraisal process, Quality Conversations, links employee objectives to the priorities in their Service's Service Plan and links to the Council Plan and the Council's Corporate Performance Management system records and monitor progress against key strategic projects. The Council published it's [Fair Work First Statement](#) in March 2024.

MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

The Council has a developed Risk Management Policy and Strategy ([Report 227-2023](#)). This states that Dundee City Council is dedicated to the management of risk in order to:-

- safeguard its stakeholders
- protect its property
- ensure compliance with its statutory obligations
- preserve and enhance service delivery
- maintain effective stewardship of public funds
- protect its reputation and promote a favourable corporate image.

The main priorities within this policy are the identification, evaluation and control of risks which threaten the Council's ability to deliver services to the public. A comprehensive Risk Management Framework is in place. This includes:

- a Risk Management Policy and Strategy which incorporates governance / reporting arrangements, corporate risk appetite and risk assessment scoring matrix
- Corporate Risk Register in place and reported to Elected Members
- a Risk and Assurance Board (RaAB) which meets every second month – this includes all council Heads of Service and a representative from each of Dundee Health and Social Care Partnership and Leisure and Culture Dundee and is chaired by the Executive Director of Corporate Services
- Risk management procedural guidelines
- Formal adoption of risk management software within the Council's Corporate Performance Management System to enable effective monitoring of the council's risks.

The Council has a high-level Business Continuity Plan which sets out the arrangements by which the Council aims to continue to deliver its critical services in the event of an emergency event. Critical services are identified through a process of identification and analysis contained within risk registers. The Business Continuity Strategy continues to be developed and will require to be revisited in response to the Covid 19 crisis and will likely require to change from being neatly documented and allocated against defined events to assurance around leadership, delegation, built-in flexibility, and defining capabilities.

Resources aimed at improving internal control within the Council are allocated according to priorities determined by the [Internal Audit Annual Audit Plan 2024/2025 \(link to Scrutiny Committee's April Agenda Papers\)](#) reflecting the changing risks and priorities of the Council.

The Council's accounts include an annual corporate governance statement.

The Council's revised Corporate Performance Management Framework for 2021-24 which was approved in March 2021 ([Report 66-2021](#)) aims to provide an overview of the Council's approach to performance management and the range of public reporting that takes place throughout the year. Performance is monitored and reported on the Council's Corporate Performance Management System. The framework aims to document the range of reports that are produced or are planned to be produced for Members. This includes publishing information for the public reporting of performance.

The reporting of performance to Elected Members, the public and other stakeholders helps to ensure accountability. Elected Members have a key role in prioritising and scrutinising improvement activity through the Committee process. In order to better equip Elected Members to meet their responsibilities in relation to managing performance, officers have delivered training on performance management. To ensure the Council's Scrutiny Committee complies with the recommendations in CIPFA's Position Statement: Audit Committees in Local Authorities and Police 2022, Scrutiny Committee members undertake a self-assessment of their performance, knowledge and skills, and an annual report is prepared from the Scrutiny Committee to the Council. This information is then used to identify any actions or training required for Scrutiny Committee members.

The City Plan Annual Progress reports will include outcomes measures across three strategic priorities. All Strategic Services are required to produce a service plan showing their contribution to the priorities. The Council Plan adopts many of the City Plan targets. The Council Plan contains the Service Area Service Plans. The Council Plan Annual Progress reports contain Key Performance Indicators (KPI's). The approach to performance monitoring and reporting has been strengthened by adding a six-month mid-year performance report to the established process of annual reporting. Progress towards strategic actions and key performance indicators in both the City and Council Plans are now presented in a combined report to the Council Leadership Team, the Council's Scrutiny Committee, the City Governance Committee and the Dundee Partnership Management Group twice yearly. As many of the KPI's are in both the City Plan and Council Plan, this is a more effective way of reporting.

The overall performance of the Council is monitored through the Council Plan and includes indicators from the LGBF and National Performance Framework. The Council uses the Annual Local Government Benchmarking Framework as a significant comparative analysis tool and an annual report is submitted to the City Governance Committee followed by the Scrutiny Committee ([Report 71-2023](#)). A comparison report will be made to Committee every year and excerpts included on the Council's website on a user friendly basis [Dundee Performs](#).

The Improvement Service has also set up a number of benchmarking groups designed to improve performance throughout Scotland. These groups meet regularly and their findings reports to Committee to improve service delivery. Dundee City Council has representatives on all these working groups to ensure full participation in this important process.

The Council fosters relationships and partnerships with other public, private and voluntary organisations in delivering services that meet the needs of the local community.

The Council also responds to findings and reviews of Audit Scotland, other statutory bodies and its own Internal Audit Service.

IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY, REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

The Council is committed to the transparency and scrutiny of its services and processes including decision-making. To that end a Scrutiny Committee was established in April 2009 with a wide-ranging remit including: .

- scrutinise, review and examine reports and action plans relating to service delivery and Council policy referred to the Committee from the City Council, it's Committees and Sub-Committees (excluding reports referred to a Best Value Working Group) and report back where necessary;
- examine and review external inspection reports which would benefit from scrutiny and report back to the relevant service committee as appropriate;
- review and monitor the Council's complaints system and report back to the relevant Committee as appropriate;
- review annually the Council's corporate governance arrangements and report back to the City Governance Committee as appropriate;
- consider and monitor the strategy, plan and performance of the Council's risk management arrangements and seek assurances that action is being taken on risk related issues;

- consider and monitor the strategy, plan and performance of the Council's Internal Audit Service;
- consider the strategy and plans of the Council's External Auditor;
- consider internal and external audit reports and seek assurance that appropriate action has been taken;
- monitor the implementation of internal and external audit recommendations agreed with management;
- receive the Annual Report of the Chief Internal Auditor;
- consider and monitor the effectiveness of the Council's anti-fraud and anti-corruption arrangements and receive reports on an exception basis;
- review performance reports; and
- review progress in implementing the City and Council Plans.

The Scrutiny Committee also has the power to establish scrutiny panels to review particular subjects which the Chief Executive determined would benefit from scrutiny.

The Council has in place a range of measures to support reporting and accountability including:

- an effective Council Committee structure;
- a Community Asset Transfer Strategy;
- a Council website that is maintained and developed;
- a "Dundee Performs" section on the Council website;
- a Council intranet system for sharing information internally;
- the Our People Strategy;
- integrated Impact Assessments ensures that all likely impacts of reports have been considered and provide details of any mitigation action required to overcome negative impacts;
- a Digital Strategy to guide investment in ICT;
- the OneDundee intranet site which provides access to corporate information and policies to employees who do not have day-to-day access to IT facilities;
- a social media policy which empowers service areas to harness these powerful communications channels while mitigating the potential risks;
- a Corporate Integrity Group;
- regular progress reports against the City Plan and the Council Plan;
- service plans for all service areas. Regular performance reports in relation to the service plans began to be reported to relevant Committees from November 2021
- a performance management framework
- a Senior Officer Resilience Group
- participation in the National Fraud Initiative strategy for sharing and cross-matching data with regular reports to Committee;
- a long-term Financial Outlook and Financial Strategy 2020-30;
- a Medium-Term Financial Strategy;
- a Longer-Term Revenue Budget Model;
- formal revenue and capital budgetary control systems and procedures;
- a Risk Management Policy and Strategy, Corporate and Service Risk Registers;
- a Corporate Governance Assurance Statement Group; and
- a Strategic Information Governance Group.

The Internal Audit Service operates in accordance with the Public Sector Internal Audit Standards and reports functionally to the Scrutiny Committee. Internal Audit undertakes an annual programme of work, which is reported to the Scrutiny Committee. The Chief Internal Auditor also provides an annual independent opinion on the adequacy and effectiveness of the Council's governance, risk management and control framework.

The roles and responsibilities of Councillors and Officers are clearly defined in the [Standing Orders](#) of the authority, the Scheme of Delegation of Powers to Officers of the Council, the Scheme of Tender Procedures and the Scheme of Financial Regulations.

The Council has corporate guidance on recruitment and selection and ensures that all officers involved are appropriately trained for their roles. Councillors' Professional Development is also available. Councillors on the Personnel Appointments Sub-Committee must undertake Fair Selection training. There is also further bespoke training for Elected Members sitting on the Licensing Committee and the Planning Committee and Councillors have also received training on the Ethical Standards regime and Performance Management.

The Council has a well-developed programme for supporting Elected Members to perform their role effectively including a half day “essential briefing” after each election, a series of “meet the managers” sessions, issuing induction notebooks produced by the Improvement Service and organising a series of other briefings and seminars. These sessions often focus on delivering change, particularly when new legislation or policies are being proposed. In addition, sessions are delivered on topics of interest or concern. Sessions are offered at various times during the day / evening to maximise opportunities for those Members who work or have other commitments to attend. The Council has adopted the Continuing Professional Development Framework for Elected Members developed by The Improvement Service.

The [Scheme of Members' Salaries, Pensions and Expenses \(Report 136-2022\)](#) sets out the terms of Councillors' remuneration. Details of all Councillors' expenses are published on the internet and in the local press on an annual basis.

The Council's Chief Executive is responsible to the authority for all aspects of executive management.

The Chief Executive, Executive Director of Corporate Services and Head of Democratic and Legal Services are responsible for ensuring that agreed procedures are followed and that all applicable statutes, regulations and statements of good practice are complied with.

The Executive Director of Corporate Services is responsible for ensuring appropriate advice is given to the Council on all financial matters, keeping proper financial records and accounts and maintaining an effective system of internal financial control under the terms of the Financial Regulations.

The Chief Social Work Officer is responsible for ensuring the provision of effective professional advice to the Council - elected members and officers - in the authority's provision of Social Work services.

The Chief Education Officer is responsible for ensuring the provision of effective professional advice to the Council - elected members and officers - in the provision of Education services.

The roles of senior officers are defined in agreed Job Descriptions. Employee performance is reviewed on an annual basis through the Council's appraisal process, Quality Conversations.

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DUNDEE CITY COUNCIL**CONTINUOUS IMPROVEMENT AGENDA FOR 2023/2024 – WITH PROGRESS UPDATES**

The Council's Corporate Governance working group identified the following areas for improvement to be taken forward during 2023/2024. Full details are included in the Council's Local Code of Corporate Governance ([Report 166-2023](#)) and the 2022/2023 Annual Governance Statement ([Report 167-2023](#)) updated for final version in 2022/2023 Audited Accounts to Scrutiny Committee on 25 October 2023([Report 314-2023](#)).

ORIGINAL IMPROVEMENT AGENDA ON 2022/2023 LOCAL CODE OF CORPORATE GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT REPORTS						PROGRESS UPDATES	
	Improvement	Source	Details	Responsible Officer	Target Completion Date	Actual Completion Date	Comments (e.g. Estimated Completion Date, Reasons for delays, etc.)
1	Continue to develop Business Continuity Strategy.	Local Code of Corporate Governance 2017/2018. (Principle F: Managing Risk). Report 223-2017	Carried forward from 2022/2023. In progress.	Service Manager - Community Safety and Resilience.	31/12/2023		A Business Continuity Strategy has been drafted to be shared with the Risk and Assurance Board and Council Leadership Team for approval. *
2	Replace Construction Services' Costing System.		Carried forward from 2022/2023. In progress.	Head of Construction and Head of Customer Services and IT.	01/10/2023		<p>Device roll out is complete. Sprint Testing is ongoing for costing system. Some rework required for financial processes. Work allocation sprint test for property maintenance team now in progress - feedback being reviewed to identify what changes / improvements can be made.</p> <p>Progress of implementation of Civica CX and Total Mobile has been delayed due to IT issues and other priorities (e.g. relets, etc.).</p> <p>Ongoing testing by Corporate Finance and Construction Services. Feedback will determine next actions. *</p>

3	Develop a future needs analysis and workforce plan within each service area for the short, medium and long term in line with the Our People and Workforce Strategy.	Best Value Self-Assessment Report 68-2020	Carried forward from 2022/2023. In progress. To ensure staff skills match service delivery requirements and align workforce and strategic planning to ensure citizen's needs are being met in accordance with agreed priorities and statutory duties.	Joint Head of People.	31/12/2023	31/07/2023	<p>Future Needs Analysis approved by Council Leadership Team in July 2023. Complete.</p> <p>All Service level Workforce Plans completed on 4th April 2023.</p>
4	Implementation of Corporate Property Management system.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Internal Control Environment section).	New for 2023/2024.	Head of Design and Property Services.	31/03/2027		Project Initiation Document still currently being prepared for this project. Confirmation this will include spec for new system, option appraisal and confirmation of funding in capital programme. Resource requires to be identified to progress the next stage. *
5	Roll-out Procurement Strategy, including implementation of Sourcing Strategies.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Budgeting, Accounting and Financial Control section).	New for 2023/2024.	Head of Corporate Finance.	31/03/2024	03/05/2024	Approved Procurement Strategy 2023-2024 now rolled out and has been refreshed by an updated 3-year Procurement Strategy covering the period 2024-2027. Sourcing strategy process is now also embedded although limits for preparation and approval of these is under review and will be reflected in the revised standing orders / tender procedures and updated in the relevant procurement guidance.
6	Full implementation of No Purchase Order No Pay.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Budgeting, Accounting and Financial Control section).	New for 2023/2024.	Head of Corporate Finance.	31/03/2024	03/05/2024	<p>Regular user training now in place and is available to services through MyLearn.</p> <p>Guidance on payments and purchasing agreed including review of approval levels for all purchase orders and process to update these and this was issued to all services in April 2024. Compliance with this guidance will be monitored on any ongoing basis.</p>

7	Mandatory Data Protection Impact Assessment (DPIA) training for appropriate officers.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Information Governance section).	New for 2023/2024.	Head of Democratic and Legal Services.	31/03/2024		To enable this action to be completed Services are currently identifying the appropriate officers to be trained. *
8	Review the Council's Standing Orders.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Internal Control Environment section).	New for 2023/2024.	Head of Democratic and Legal Services.	30/09/2023		Order of Reference to City Council and Committees reviewed following amendments to the Committee Structure. Scheme of Delegation of Powers agreed by Council Leadership Team. Standing Orders will be considered by Elected Members after the Summer Recess by the City Governance Committee. *

* Carried forward items have been included in Appendix 3 with new target completion dates

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DUNDEE CITY COUNCIL**CONTINUOUS IMPROVEMENT AGENDA FOR 2024/2025**

The Council's Corporate Governance working group has identified the following areas for improvement, full details are included in the Council's Local Code of Corporate Governance, to be taken forward during 2024/2025:

	Improvement	Source	Details	Responsible Officer	Target Completion Date
1	Continue to develop Business Continuity Strategy.	Local Code of Corporate Governance 2017/2018. (Principle F: Managing Risk). Report 223-2017	Carried forward from 2023/2024. In progress.	Service Manager - Community Safety and Resilience.	31/03/2025
2	Replace Construction Services' Costing System.		Carried forward from 2023/2024. In progress.	Head of Construction and Head of Customer Services and IT.	31/03/2025
3	Implementation of Corporate Property Management system.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Internal Control Environment section).	Carried forward from 2023/2024. In progress.	Head of Design and Property Services.	31/03/2027
4	Mandatory Data Protection Impact Assessment (DPIA) training for appropriate officers.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Information Governance section).	Carried forward from 2023/2024. In progress.	Head of Democratic and Legal Services.	31/03/2025
5	Review the Council's Standing Orders.	Annual Governance Statement 2022/2023. (Self-Assessment Checklist (SAC): Internal Control Environment section).	Carried forward from 2023/2024. In progress.	Head of Democratic and Legal Services.	30/09/2024
6	Roll-out advanced risk management training module for senior officers.	Corporate Governance Assurance Statement Group.	New for 2024/2025.	Head of Corporate Finance	31/03/2025
7	Fully roll-out Quality Conversations.	Annual Governance Statement 2023/2024. (Self-Assessment Checklist (SAC): Internal Control Environment.	New for 2024/2025.	Head of People	31/03/2025

APPENDIX 4

The Council's Local Code of Corporate Governance 2023/2024 reflects the requirements of the CIPFA/SOLACE Delivering Good Governance in Local Government Framework published in 2016 and the supporting Guidance Note for Scottish Authorities published in November 2016. For each of the seven core principles of good governance, the CIPFA/SOLACE Delivering Good Governance in Local Government Framework (2016) provides supporting principles and a range of specific requirements that should be reflected in local authorities' Local Codes of Corporate Governance. The supporting Guidance Note for Scottish Authorities (2016) provides more detail and examples of evidence such as systems, processes and documentation that may be used to demonstrate local compliance with these principles.

The CIPFA/SOLACE template detailed within the Guidance Note for Scottish Authorities has been followed in developing the Council's Local Code of Corporate Governance. As part of the self-assessment process the Council's arrangements have been evaluated using the scoring system summarised in the table below:

EVALUATION	DEFINITION
4	Fully compliant with the requirement of the local code
3	Mostly compliant with the requirements of the local code
2	Partially compliant with local code requirements
1	Not compliant with local code requirements

The information gathered from the 2023/2024 self-assessment of the Council's governance arrangements and detailed in the attached schedules has been used to inform the areas to be included in the Council's improvement plan for the year.

PRINCIPLE A		Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Behaving with integrity	1.1	Ensure members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.	Councillors' and Employees' induction. Councillors' and Employees' Codes of Conduct. Head of Service sign off of Local Code of Corporate Governance. Appraisal process (Quality Conversations). Employee policies and procedures on OneDundee. Communication Strategy 2022-2027 and annual progress updates. Ethical Values Framework. Social Media Policy. Data Protection Policy. Data Breach Management Procedure. General Data Protection Regulation (GDPR) Employee Handbook. Leadership of Public Protection Arrangements reports. Open Data Policy. Annual Corporate Fraud Team Activity and Performance Report, including Whistleblowing.	4	N
		1.2	Ensure members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood.	Council Vision. Council Principles. Council Plan. Communication Strategy 2022-2027 and annual progress updates. My View system. Freedom of Information procedures. Data Protection Act compliance. Record Retention schedules. Leadership Conference, programme and values. Members' approval process.	4	N
		1.3	Lead by example and use these standard operating principles or values as a framework for decision making and other actions.	Declaration of interest made at meetings. Conduct at meetings. Shared values guide decision making. Develop and maintain an effective Scrutiny Committee. Annual Governance Statement. Compliance with CIPFA's Financial Management Code.	4	N
		1.4	Demonstrate, communicate and embed, the standard	Corporate fraud and corruption policy. Up-to-date register of interests.	4	N

		operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.	<p>Up-to-date register of gifts, gratuities and hospitality.</p> <p>Whistle-blowing policy in place and widely available.</p> <p>Annual Corporate Fraud Team Activity and Performance Report, including Whistleblowing.</p> <p>Complaints policy and ensuing improvements.</p> <p>Improving Services through Listening to Customers and Service Users.</p> <p>Councillors' and Employees' Codes of Conduct.</p> <p>Minutes show declarations of interest.</p> <p>Our People Strategy 2022-2027.</p> <p>Pension newsletter.</p> <p>Service newsletters.</p> <p>Intranet.</p> <p>Employee Conditions, Policies and Procedures.</p> <p>Corporate Integrity Group.</p> <p>Risk Management Policy and Strategy.</p> <p>Corporate Procurement Strategy.</p> <p>Anti-Bribery Policy.</p> <p>Anti-Money Laundering Policy and Risk Register.</p> <p>Dedicated Corporate Fraud Team (CFT).</p> <p>National Fraud Initiative (NFI) biennial exercise participation and additional pensions data matching.</p> <p>Public reporting of Whistleblowing, NFI, CFT and Integrity Group cases / outcomes.</p> <p>Serious Organised Crime Group.</p> <p>Social Media Policy.</p> <p>Communication Strategy 2022-2027.</p> <p>Data Protection Policy.</p> <p>Data Breach Management Procedure.</p> <p>Performance Management Framework 2021-2024.</p> <p>Open Data Policy.</p>	
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PRINCIPLE A (cont'd)		Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
2	Demonstrating strong commitment to ethical values	2.1	Seek to establish, monitor and maintain the organisation's ethical standards and performance.	Scrutiny of ethical decision making. Championing ethical guidance at governing body level. Ethical Values Framework. Performance Management Framework 2021-2024.	4	N
		2.2	Underpin personal behaviour with ethical values and ensure they permeate all aspects of the organisation's culture and operation.	Provision of ethical awareness training. Integrated Impact Assessments. Equality outcomes. Ethical Values Framework. Our People Strategy 2022-2027. Social Media Policy. Data Protection Policy. Open Data Policy.	4	N
		2.3	Develop and maintain robust policies and procedures which place emphasis on agreed ethical values.	Appraisal processes take account of values and ethical behaviour. Staff recruitment policy. Procurement policy. Ethical Values Framework.	4	N
		2.4	Ensure that external providers of services are required to act with integrity and in compliance with high ethical standards expected by the organisation.	Agreed values in partnership working. Protocols for partnership working. Partnership document of agreed values.	3	Y
3	Respecting the rule of law	3.1	Ensure members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.	Statutory provisions. Statutory guidance is followed. Standing Orders.	4	N
		3.2	Create the conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.	Job descriptions and specifications. Compliance with CIPFA's Statement on the Role of the Chief Financial Officer. Compliance with CIPFA's Financial Management Code. Terms of reference. Committee support.	4	N

PRINCIPLE A (cont'd)		Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		3.3	Strive to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders.	Record of legal advice provided by officers. Record of other professional advice. Procurement and tendering procedures. Financial regulations.	4	N
		3.4	Deal with breaches of legal and regulatory provisions effectively.	Monitoring officer provisions. Record of legal advice provided by officers. Statutory provisions. Whistleblowing Policy.	4	N
		3.5	Ensure corruption and misuse of power are dealt with effectively.	Corporate fraud and corruption policy. Corporate Integrity Group. Dedicated Corporate Fraud Team. Anti-Bribery Policy. Anti-Money Laundering Policy and Risk Register. Annual Corporate Fraud Team Activity and Performance Report, including Whistleblowing.	4	N

PRINCIPLE B		Ensuring openness and comprehensive stake holder engagement				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Openness	1.1	Ensure an open culture through demonstrating, documenting and communicating, the organisation's commitment to openness.	Annual Report. Freedom of Information Act publication scheme. Online Council Tax information. Council's goals and values. Council website. Scrutiny Committee held in public and live streamed since January 2024. Corporate Procurement Strategy. Tender Procedures. Register of Gifts, Gratuities and Hospitality. Register of Interests. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Communication Strategy 2022-2027. Performance Management Framework 2021-2024. Best Value Assurance Report – Action Plan Progress Updates. Open Data Policy.	4	N
		1.2	Make decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification of the reasoning for keeping a decision confidential should be provided.	Record of decision-making and supporting materials. Agenda and Minutes of Scrutiny Committee. Documented follow-up requests. Changing for the Future Reviews. Best Value self-evaluation. Best Value Assurance Report – Action Plan Progress Updates.	4	N
		1.3	Provide clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensure that the	Decision-making protocols. Report pro-formas. Record of professional advice in reaching decisions. Meeting reports show details of advice given. Discussion between members and officers on the information needs of members to support decision-making.	4	N

			impact that the impact and consequences of those decisions are clear.	Agreement on the information that will be provided and timescales. Calendar of dates for submitting, publishing and distributing timely reports is adhered to. Integrated Impact Assessments.		
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PRINCIPLE B (cont'd)		Ensuring openness and comprehensive stake holder engagement				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		1.4	Use formal and informal consultation and engagement to determine the most appropriate and effective interventions / courses of action.	Community Strategy. Use of consultation feedback. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Mainstreaming Participatory Budgeting. Improving Services through Listening to Customers and Service Users. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.	4	Y
2	Engage comprehensively with institutional stakeholders	2.1	Effectively engage with institutional stakeholders to ensure that the purpose, objectives, and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.	Communication Strategy 2022-2027 and annual progress updates. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Mainstreaming Participatory Budgeting. Improving Services through Listening to Customers and Service Users. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.	3	Y
		2.2	Develop formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.	Database of stakeholders with whom the authority should engage and for what purpose and a record of an assessment of the effectiveness of any changes. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.	4	N
		2.3	Ensure that partnerships are based on trust, a shared commitment to change, a	Partnership framework. Partnership protocols. Community Councils.	3	Y

			culture that promotes and accepts challenge among partners and that the value of partnership working is explicit.	Dundee Partnership. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.		
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PRINCIPLE B (cont'd)		Ensuring openness and comprehensive stake holder engagement				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
3	Engage stakeholders effectively including individual citizens and service users	3.1	Establish a clear policy on the type of issues that the organisation will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service provision is contributing towards the achievement of intended outcomes.	Record of public consultations. Partnership framework. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Mainstreaming Participatory Budgeting. Improving Services through Listening to Customers and Service Users. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.	4	N
		3.2	Ensure that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.	Communication Strategy 2022-2027 and annual progress updates.	4	N
		3.3	Encourage, collect and evaluate the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.	Communication Strategy 2022-2027 and annual progress updates. Joint needs assessment. Local Community Planning Partnerships. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Improving Services through Listening to Customers and Service Users. Community Councils. Community Representation Bodies. Performance Management Framework 2021-2024. Community Wealth Building in Dundee.	4	N
		3.4	Implement effective feedback mechanisms in order to	Communication Strategy 2022-2027 and annual progress updates.	4	N

			demonstrate how their views have been taken into account.	Consultations. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Improving Services through Listening to Customers and Service Users. Community Councils. Community Representation Bodies.		
		3.5	Balance feedback from more active stakeholder groups with other stakeholder groups to encourage inclusivity.	Processes for dealing with competing demands within the community, for example consultation. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Improving Services through Listening to Customers and Service Users. Community Councils. Community Representation Bodies.	4	N
		3.6	Take account of the interests of future generations of tax payers and service users.	Reports. City and Council Plans. Joint strategic needs assessment. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. City Centre Strategic Investment Plan Progress Report, including Stakeholder consultation. Capital Plan.	4	N

PRINCIPLE C		Defining outcomes in terms of sustainable economic, social and environmental benefits				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Define outcomes	1.1	Have a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provides the basis for the organisation's overall strategy, planning and other decisions.	Vision used as a basis for corporate and service planning. City and Council Plans, with twice yearly progress updates against strategic actions and key performance indicators in both Plans presented in a combined report to the Council Leadership Team, to Committee, and the Dundee Partnership Management Group. Communication Strategy 2022-2027 and annual progress updates. Council Leadership Team meetings. Service plans and regular progress updates. Thematic plans. Performance Management Framework 2021-24. Sustainable Procurement Policy. Dundee Climate Change Action Plan.	4	N
		1.2	Specify the intended impact on or changes for stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.	Community engagement or involvement. Corporate and Service Performance Scorecards. Community strategy. Integrated Impact Assessment Tool. Dundee Climate Change Action Plan. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Mainstreaming Participatory Budgeting. Improving Services through Listening to Customers and Service Users. Community Wealth Building in Dundee. City and Council Plans, with twice yearly progress updates against strategic actions and key performance indicators in both Plans presented in a combined report to the Council Leadership Team, to Committee, and the Dundee Partnership Management Group.	4	Y

		1.3	Deliver defined outcomes on a sustainable basis within the resources that will be available.	Regular reports on progress to Committee. Performance Management Framework 2021-24.	4	N
		1.4	Identify and manage risks to the achievement of outcomes.	Performance trends are established and reported upon. Risk Management Policy and Strategy, and Corporate and Services' Risk Registers. Risk and Assurance Board. Integrity Group with standing agenda item of horizon scanning. Internal audit function. Integrated Impact Assessment.	4	N
		1.5	Manage service users' expectations effectively with regard to determining priorities and making the best use of the resources available.	An agreed set of quality standard measures for each service element are included in service plans. Service quality comparators and analysis. Local Government Benchmarking Framework-Annual Public Performance Reports. Processes for dealing with competing demands within the community. Improving Services through Listening to Customers and Service Users.	4	N

PRINCIPLE C (cont'd)		Defining outcomes in terms of sustainable economic, social and environmental benefits				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
2	Sustainable economic, social and environmental benefits	2.1	Consider and balance the combined economic, social and environmental impact of policies, plans and decisions when taking decisions about service provision.	Capital investment is structured to achieve appropriate life spans and adaptability for future use so that resources are spent on optimising social, economic and environmental well-being: <ul style="list-style-type: none"> - Capital programme, - Capital Investment Strategy, - Capital Strategy. Long-term Financial Outlook and Financial Strategy 2020-2030.	4	N

				Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Integrated Impact Assessment. Best Value Assurance Report – Action Plan Progress Updates.		
		2.2	Take a longer-term view with regard to decision-making taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints.	Discussion between members and officers on the information needs of members to support decision-making. Record of decision-making and supporting materials. Risk Management Policy and Strategy, and Corporate Risk Register. Risk and Assurance Board. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Capital Plan.	4	N
		2.3	Determine the wider public interest associated with balancing conflicting interests between achieving the various economics, social and environmental benefits through consultation where possible. In order to ensure appropriate trade-offs.	Record of decision-making and supporting materials. Protocols for consultation. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Improving Services through Listening to Customers and Service Users. Integrated Impact Assessment.	4	N
		2.4	Ensure fair access to services.	Protocols ensure fair access and statutory guidance is followed. Customer Charter. Equalities Mainstreaming Report. Fairness Strategy.	4	N

PRINCIPLE D		Determine the interventions necessary to optimise the achievement of the intended outcomes.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Determining interventions	1.1	Ensure decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and include the risks associated with those options.	Discussion between members and officers on the information needs of members to support decision-making. Decision-making protocols. Option appraisal guidance and template. Agreement of information that will be provided and timescales.	4	N
		1.2	Consider feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts.	Financial strategy. Customer surveys used for service planning. Stakeholder surveys. Councillors' constituent feedback. Internal feedback. Complaints / Compliments feedback. Improving Services through Listening to Customers and Service Users. Performance Management Framework 2021-2024. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice.	4	N
2	Planning interventions	2.1	Establish and implement robust planning and control cycles that cover strategic and operational plans, priorities and targets.	Calendar of dates for developing and supporting plans. Performance Management Framework 2021-2024.	4	N
		2.2	Engage with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.	Community plans. Participatory Budgeting: Dundee Decides / Dundee Climate Fund. Employee Survey. Community Councils. Community Representation Bodies. Improving Services through Listening to Customers and Service Users. Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice.	4	N

		2.3	Consider and monitor risks facing each partner when working collaboratively including shared risks.	Partnership framework. Risk Management Policy and Strategy, Corporate and Services' Risk Registers, and Risk Management Framework. Risk and Assurance Board. Pan-Tayside Chief Internal Auditors meeting. Tayside Wide Risk Management Group (IJB/Health and local authority reps)	4	N
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PRINCIPLE D (cont'd)		Determine the interventions necessary to optimise the achievement of the intended outcomes.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		2.4	Ensure arrangements are flexible and agile so that the mechanisms for delivering outputs can be adapted to changing circumstances.	Planning protocols.	4	N
		2.5	Establish appropriate Key Performance Indicators (KPI's) as part of the planning process to identify how the performance of services and projects is to be measured.	KPI's have been established and approved for each service element and included in the Council Plan and are reported upon regularly (Included in the Corporate Performance Management system). Service Plans with regular progress updates.	4	N
		2.6	Ensure capacity exists to generate the information required to review service quality regularly.	Reports include detailed performance results and highlight areas where corrective action is necessary. Corporate Performance Management system. Performance Management Framework 2021-2024. Best Value Assurance Report – Action Plan Progress Updates.	4	N
		2.7	Prepare budgets in accordance with organisational objectives, strategies and the medium term financial plan.	Evidence that budgets, plans and objectives are aligned. Capital Investment Strategy. Capital Strategy. Three-year Revenue Budget. Long-term Financial Outlook and Financial Strategy 2020-2030.	4	N

				Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model.		
		2.8	Inform medium and long-term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.	Budget guidance and protocols. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Corporate plans. Capital Investment Strategy. Capital Strategy. Three-Year Revenue Budget.	4	N

PRINCIPLE D (cont'd)		Determine the interventions necessary to optimise the achievement of the intended outcomes.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
3	Optimising achievement of intended outcomes	3.1	Ensure the medium-term financial strategy integrates and balances service priorities, affordability and other resource constraints.	Feedback surveys and exit / decommissioning strategies. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Three-Year Revenue Budget. Budget Guidance and Protocols.	4	N
		3.2	Ensure the budget process is all inclusive, taking into account the full cost of operations over the medium and longer-term.	Budgeting guidance and protocols. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Corporate plans. Capital Investment Strategy. Capital Strategy. Three-Year Revenue Budget.	4	N

		3.3	Ensure the medium-term financial strategy sets the context for on-going decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.	Financial strategy. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Longer-Term Revenue Budget Model. Corporate plans. Capital Investment Strategy. Capital Strategy. Capital Plan. Three-Year Revenue Budget.	4	N
		3.4	Ensure the achievement of “social value” through service planning and commissioning.	Service Performance Scorecards demonstrate consideration of “social value.” Achievement of “social value” is monitored and reported upon. Corporate Procurement Strategy. Equalities. Integrated Impact Assessments.	4	Y

PRINCIPLE E		Developing the entity's capacity, including the capability of its leadership and the individuals within it				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Develop the entity's capacity	1.1	Review operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.	Regular review of activities, outputs and planned outcomes. Corporate Asset Management Strategy. Corporate Asset Management Plan. Property Asset Management Plan.	4	N
		1.2	Improve resource use through appropriate application of techniques such as benchmarking and other options in order to determine how the authority's resources are allocated so that outcomes are achieved effectively and efficiently.	Utilisation of research and benchmarking exercises e.g. APSE, CIPFA, Insight. LGBF indicators. LGBF-Annual Public Performance Reports. Improvement Service benchmarking study groups. Design a Modern Council Transformation Programme. Efficiency savings. Performance Management Framework 2021-2024. Benchmarking via professional national groups e.g. SLACIAG.	4	N
		1.3	Recognise the benefits of partnerships and collaborative working where added value can be achieved.	Dundee City Integration Joint Board. Other Joint Boards, Joint Committees, and Arms-Length External Organisations (ALEOs). Effective operation of partnerships which deliver agreed outcomes. Joint Consultation Arrangements including with the Trades Unions. Local Outcomes Improvement Plan: City Plan. Community Plan. Pan Tayside Chief Internal Auditors meeting. Community Wealth Building in Dundee.	4	N
		1.4	Develop and maintain an effective workforce plan to enhance the strategic allocation of resources.	Organisational development plan. CPD and e-learning. Our People Strategy. Employee and member briefings.	4	N

PRINCIPLE E (cont'd)		Developing the entity's capacity, including the capability of its leadership and the individuals within it				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
2	Develop the capability of the entity's leadership and other individuals.	2.1	Develop protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.	Job descriptions. Person specifications. Chief Executive and Executive Directors have considered how best to establish and maintain effective communication.	4	N
		2.2	Publish a statement that specifies the types of decisions that are delegated and those reserved for the collective decision-making of the governing body.	Scheme of delegation reviewed at least annually in the light of legal or organisational changes. Standing orders and financial regulations which are reviewed on a regular basis.	4	N
		2.3	Ensure the leader and the chief executive have clearly defined and distinctive leadership roles within a structure, whereby the chief executive leads the authority in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority.	Clear statement of respective roles and responsibilities and how they will be put into practice.	4	N

PRINCIPLE E (cont'd)		Developing the entity's capacity, including the capability of its leadership and the individuals within it				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		2.4	Develop the capabilities of members and senior management to achieve effective shared leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by	Access to courses / information briefings on new legislation. Leadership strategy and programme. Collective training events. Improvement Service masterclasses and courses. Leading Team Dundee. Leadership Conference.	4	N
			- ensuring members and staff have access to appropriate induction tailored to their role and that on-going training and development matching individual and organisational requirements is available and encouraged.	Induction programme. Personal development plans for members and officers. Appraisal process (Quality Conversations).	4	N
			- ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensure that they are able to update their knowledge on a continuing basis.	For example, for members this may include - - scrutinise and challenge, - recognise when outside expert advice is required, - promote trust, - work in partnership, - lead the organisation, - act as a community leader. (through CPD training and IS masterclasses). Other externally developed management programmes. Self-Assessment by Scrutiny Committee Members.	3	Y

PRINCIPLE E (cont'd)		Developing the entity's capacity, including the capability of its leadership and the individuals within it				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
			- ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from both internal and external governance weaknesses	Elected Members CPD. National Code of Conduct. Members Checklist. Efficient systems and technology used for effective support. Arrangements for succession planning. Documented shared values. Communicated shared values.	4	N
		2.5	Ensure that there are structures in place to encourage public participation.	Residents' panels. Stakeholder forum terms of reference. Strategic partnership frameworks. Community Councils. Suggestion schemes. Participatory Budgeting: Dundee Decides / Engage Dundee / Dundee Climate Fund / Dundee's Voice. Mainstreaming Participatory Budgeting. Improving Services through Listening to Customers and Service Users. Community Wealth Building in Dundee.	4	N
		2.6	Take step to consider the leadership's own effectiveness and ensure leaders are open to constructive feedback from peer review and inspections.	Review individual member performance on a regular basis taking account of their attendance and considering any training or development needs. Peer reviews.	4	N
		2.7	Hold staff to account through regular performance reviews which take account of training or development needs.	Training and development plan. Staff development plans linked to appraisal process (Quality Conversations). Implement appropriate Human Resource policies and ensure they are working effectively. Personal Harassment Procedure. Disciplinary Procedures. Our People Strategy 2022-2027. Anti-Bribery Policy.	4	N

PRINCIPLE E (cont'd)		Developing the entity's capacity, including the capability of its leadership and the individuals within it				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		2.8	Ensure arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.	Human Resource policies. Regular health e-mail bulletins. Healthy Living Initiative. Occupational Health. Healthy Working Lives Group. Employee Health and Wellbeing Framework 2023-2027. Policy on Promoting Health and Attendance. Tayside Mental Health and Wellbeing Strategy.	4	N

PRINCIPLE F		Managing risks and performance through robust internal control and strong public financial management.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Managing risk	1.1	Recognise that risk management is an integral part of all activities and must be considered in all aspects of decision-making.	Risk management protocol. Risk Management Policy and Strategy. Corporate and Service level Risk Registers. Risk Management Framework. Risk and Assurance Board. Risk training and guidance. E-learning courses on risk.	4	N
		1.2	Implement robust and integrated risk management arrangements and ensure that they are working effectively.	Risk Management Policy and Strategy, Corporate and Services' Risk Registers, and Risk Management Framework.	4	N
		1.3	Ensure that responsibilities for managing individual risks are clearly allocated.	Risk management protocol. Risk Management Policy and Strategy, Corporate and Services' Risk Register, and Risk Management Framework. Risk and Assurance Board.	4	N
2	Managing performance	2.1	Monitor service delivery effectively including planning, specification, execution and independent post-implementation review.	Performance map showing all key activities have performance measures. Benchmark information. Calendar of dates for submitting, publishing and distributing timely reports that are adhered to. Performance Management Framework 2021-2024.	4	N
		2.2	Make decisions based on relevant, clear, objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook.	Discussion between members and officers on the information needs of members to support decision-making. Publication of agendas and minutes of meetings. Agreement on the information that will be needed and timescales. Integrated Impact Assessments.	4	N

PRINCIPLE F (cont'd)		Managing risks and performance through robust internal control and strong public financial management.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		2.3	Ensure an effective scrutiny function is in place which encourages constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the organisation's performance and that of any organisation for which it is responsible.	The role and responsibility for scrutiny has been established and is clear. Agenda and minutes of scrutiny meetings. Evidence of improvements as a result of scrutiny. Terms of reference. Training for members. Membership of scrutiny committee drawn from opposition groups. Self-Assessment by Scrutiny Committee Members.	4	N
		2.4	Provide members and senior management with regular reports on service delivery plans and on progress towards outcome achievement.	Calendar of dates for submitting, publishing and distributing timely reports that are adhered to. Performance reports. Quarterly performance reports. Statutory Performance Indicators. LGBF-Annual Public Performance Reports. Other indicators. Performance Management Framework 2021-24. Best Value Assurance Report – Action Plan Progress Updates.	4	N
		2.5	Ensure there is consistency between specification stages (such as budgets) and post-implementation reporting.	Financial standards, guidance. Financial Regulations and Standing Orders.	4	N
3	Robust internal control	3.1	Align the risk management strategy and policies on internal control with achieving objectives.	Risk Management Policy and Strategy, Corporate and Services' Risk Registers, and Risk Management Framework. Internal Audit Annual Plan and progress updates. Internal and external audit reports. Annual Report of Chief Internal Auditor.	4	N
		3.2	Evaluate and monitor risk management and internal control on a regular basis.	Chief Internal Auditor reviews governance, risk management and control annually and is included as a member of the Risk and Assurance Board.	4	N

PRINCIPLE F (cont'd)		Managing risks and performance through robust internal control and strong public financial management.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		3.3	Ensure effective counter fraud and anti-corruption arrangements are in place.	Compliance with CIPFA Code of Practice on Managing the Risk of Fraud and Corruption. Counter fraud and corruption policy. Up-to-date register of interests. Up-to-date register of gifts and hospitality. Whistle-blowing policy in place and widely available. Annual Corporate Fraud Team Activity and Performance Report, including Whistleblowing. Complaints policy and ensuing improvements. Members and officers code of conduct. Minutes show declarations of interest. Our People Strategy. Pension newsletter. Intranet. Employee handbook. Corporate Integrity Group. Risk Management Policy and Strategy. Corporate Procurement Strategy. National Fraud Initiative. Anti-Bribery Policy. Anti-Money Laundering Policy and Risk Register. Serious Organised Crime Group. Register of Interests. Register of Gifts, Gratuities and Hospitality.	4	N
		3.4	Ensure additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control	Annual Governance Statement. Effective internal audit service is resourced and maintained. Chief Internal Auditor's annual opinion on the organisation's governance, risk management and control framework.	4	N

			is provided by the internal auditor.	Annual Internal Audit Plan. Internal Audit Plan Progress Reports. PSIAS External Quality Assessment. Internal Audit Charter.		
		3.5	Ensure an audit committee or equivalent group or function which is independent of the executive.	Scrutiny Committee complies with best practice. Terms of reference. Membership. Training. Chief Internal Auditor's reports functionally to the Scrutiny Committee and meets all members from the committee on an annual basis to discuss the risks facing the organisation. Self-Assessment by Scrutiny Committee Members.	4	N
4	Managing data	4.1	Ensure effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.	Strategic Information Governance Group. Data management framework and procedures. Designated Data Protection Officer. Data Protection policies and procedures. Record Retention. Data Protection Policy. Data Breach Management Procedure. Dedicated Information Governance resources. IT Strategy. Data Centre Upgrade.	4	Y
		4.2	Ensure effective arrangements are in place and operating effectively when sharing data with other bodies.	Strategic Information Governance Group. Data sharing agreements. Data sharing register. Data processing agreements. IT Strategy.	4	N
		4.3	Review and audit regularly the quality and accuracy of data used in decision-making and performance monitoring.	Data quality procedures and reports. Data validation procedures.	4	N

PRINCIPLE F (cont'd)		Managing risks and performance through robust internal control and strong public financial management.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
5	Strong public financial management	5.1	Ensure financial management supports both long-term achievement of outcomes and short-term financial and operational performance.	Financial management supports the delivery of services and transformational change as well as securing good stewardship. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Three-Year Revenue Budget. Longer-Term Revenue Budget Model. Capital Plan. Capital Investment Strategy. Capital Strategy.	4	N
		5.2	Ensure well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls.	Budget monitoring reports. Long-term Financial Outlook and Financial Strategy 2020-2030. Financial Outlook and Strategy (including Medium-Term Financial Strategy). Three-Year Revenue Budget. Longer-Term Revenue Budget Model. Capital Plan. Capital Investment Strategy. Capital Strategy. Compliance with CIPFA's Financial Management Code.	4	N

PRINCIPLE G		Implement good practices in transparency, reporting and audit to deliver effective accountability.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
1	Implement good practice in transparency	1.1	Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.	Website. Performance Bulletin. Public meetings. Council agendas, minutes and recordings available online.	4	N
		1.2	Strike a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.	Annual Report. Performance data published on website. Performance Management Framework 2021-2024. Executive Summaries from all Internal Audit Reports presented to Scrutiny Committee.	4	N
2	Implementing good practices in reporting	2.1	Report at least annually on performance, value for money and the stewardship of resources.	Formal annual report which includes key points raised by external scrutineers and service users' feedback on service delivery LGBF Annual Report. Performance Management Framework 2021-2024.	4	N
		2.2	Ensure members and senior managers own the results.	Appropriate approvals. Service Plan Progress Reports. Members training. Performance Management Framework 2021-2024.	4	N

PRINCIPLE G (cont'd)		Implement good practices in transparency, reporting and audit to deliver effective accountability.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		2.3	Ensure robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publish the results on this assessment including an Action Plan for improvement and evidence to demonstrate good governance (annual governance statement).	Annual Governance Statement. Local Code of Corporate Governance Report. Compliance with CIPFA's Financial Management Code. Compliance with CIPFA's Role of the Chief Financial Officer. Corporate Governance Assurance Statement Group with representatives from each Service. Internally developed self-assessment checklist for completion at Service Level. Improvement Agenda Actions on Corporate Performance Management System.	4	N
		2.4	Ensure that the Framework is applied to jointly managed or shared service organisations as appropriate.	Annual Governance Statement. Partnership agreements. Partnership principles and objectives. Memoranda of Understanding.	4	N
		2.5	Ensure the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other similar organisations.	Format follows best practice as advised by the Improvement Service. LGBF performance indicators. Other performance indicators. Performance Management Framework 2021-2024.	4	N
3	Assurance and effective accountability.	3.1	Ensure that recommendations for corrective action made by external audit are acted upon.	Recommendations have informed positive improvement.	4	N

PRINCIPLE G (cont'd)		Implement good practices in transparency, reporting and audit to deliver effective accountability.				
Supporting Principle		The local code should reflect the requirements for local authorities to:		Evidence to Demonstrate Compliance	Evaluation Level (1 - 4)	Requires Improvement (Y/N)
		3.2	Ensure an effective internal audit service with direct access to members is in place which provides assurance with regard to governance arrangements and recommendations are acted upon.	Compliance with CIPFA's Statement on the Role of the Head of Internal Audit. Compliance with Public Sector Internal Audit Standards. EQA report. Meetings held with all Scrutiny Committee Elected Members annually as part of the Internal Audit planning process.	4	N
		3.3	Welcome peer challenge, reviews and inspections from regulatory bodies and implement recommendations.	Recommendations have informed positive improvement. Inspectorate reports. EQA.	4	N
		3.4	Gain assurance on risks associated with delivering services through third parties which is evidenced in the annual governance statement.	Annual Governance Statement. Risk Management Policy and Strategy, Corporate Risk Register.	4	N
		3.5	Ensure that when working in partnership, arrangements for accountability are clear and that the need for wider accountability has been recognised and met.	Community strategy. City Plan. Agreed values in partnership working. Protocols for partnership working. Partnership Framework.	3	Y