

Good Governance

a guide for employees

3. High Ethical Standards for Members and employees. For example by

- promoting and practising high standards of conduct and behaviour;
- holding members and officers to account for their actions and behaviour;
- ensuring value, fairness and trust in service delivery across the Council and to the public.

4. Effective decision making. For example by

- rigorous and transparent processes;
- high quality evidence, advice and support that informs decision making and is related to community needs and aspirations;
- having effective risk management systems;
- using our legal powers to the full benefit of our citizens and communities.

5. Developing the capacity & capability of Members & employees. For example by

- making sure that members & employees have the right skills, knowledge, experience & resources to perform their roles effectively;
- regularly developing & evaluating the capability of those with power & influence;
- encouraging new talent to join the Council.

6. Engaging with local people & stakeholders to ensure accountability. For example by

- a meaningful scrutiny function which engages with local people, stakeholders and partners;
- taking an active & planned approach to dialogue with & accountability to the public to ensure effective service delivery;
- making best use of our work force & being proactive in meeting our responsibilities to them.

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What does Governance mean for the Council?

Governance is about how the Council ensures that it is *doing the right things, in the right way, in a timely, inclusive, open, honest and accountable manner.*

It comprises the systems and processes, and cultures and values, by which the Council is directed and controlled and through which it accounts to, engages with and leads the community.

Good governance includes defining the acceptable and unacceptable ways of doing things - legislation, the Constitution, Council Policies and Procedures and the Community Plan. It also includes how the Council and those within it should conduct themselves - the Employee Code of Conduct.

Why is Good Governance important to the Council and you as an employee?

It allows the council and you as an employee to demonstrate:

- Openness and inclusivity
- Integrity
- Accountability

in the way you fulfil your duties and responsibilities. This includes the proper use of public money, and reassurance to the community. Good governance helps ensure that the Council and you can respond to questions/challenges on process and procedure in an open and transparent way. ***If you think you, another employee or member has not followed Council procedures or acted in an inappropriate manner then you should raise the matter with your manager, Human Resources or Internal Audit.***

The Council has adopted the best practice local government **six principles of good governance.**

1. Focusing on the Council's purpose of making a positive difference for citizens & service users.

For example by

- having clear aims & objectives & communicating our intended outcomes for citizens & service users;
- providing high quality services;
- making best use of resources to deliver excellent value for money.

2. Effective working relationships between Members & employees.

- For example by
- having clearly defined roles and responsibilities;
 - showing mutual respect & behaving in a professional manner;
 - having a clear and accessible interface between the Council & the public so that each knows what to expect of the other.