

Local Code of Corporate Governance: Internal Controls

These lists identify some of the principal control measures in place within the Council but are not exclusive: for example, the Council is a member of many specialised partnership bodies and arrangements not listed here.

Council committees and administration

- General Meeting of Orkney Islands Council
- Monitoring and Audit Committee
- Service committees and sub-committees
- Scheme of Administration
- Scheme of Delegation to Officers
- Local Code of Corporate Governance
- Standing Orders
- Appointed Monitoring Officer

Partnership bodies and arrangements

- The Orkney Partnership
- Orkney Health and Care
- Children's Panel
- Chief Officers' Group
- Service level agreements

Strategic and service level planning

- Strategic Planning Framework
- Orkney Community Plan (incorporating Orkney's Local Outcomes Improvement Plan)
- The Council Plan
- Service planning guidance
- Service plans
- Corporate and service risk registers
- Business continuity plans
- Equality impact assessments
- Island Communities Impact Assessments
- Community Resilience Service
- Health and Safety Service
- Strategy and Partnership Service

Finance

- Annual Statements of Accounts
- Annual Efficiency Statement
- Financial Regulations
- Appointed Section 95 Officer
- Accountancy Section – final accounts procedures
- Budget setting
- Capital project appraisal system
- Capital Programme approval and management
- Contract Standing Orders

- Anti-fraud and Anti-corruption Strategy and Policies
- Statement on the System of Internal Financial Control
- Following the Public Pound Policy
- Treasury management practices
- Treasury Management Strategy Statement and Annual Investment Strategy
- Budget Strategy and Planning
- Budget monitoring and control

External and internal audit

- External Audit
- Internal Audit
- Shared Risk Assessment: Assurance and Improvement Plan
- External and internal audit reports
- External Audit Annual Report to the Council and Controller of Audit
- Annual Assurance Report from Chief Internal Auditor

Communications

- Communications Strategy
- ICT Strategy
- Community Consultation and Engagement Policy
- The Orkney Partnership Consultation and Engagement Guide
- Community consultation and engagement training
- Consultation and Engagement Officers' Network

Performance

- Service Review Framework
- How Good is Our Council?
- Corporate Plan Monitoring Report
- Service plan monitoring reports
- Local Outcomes Improvement Plan and other local and national key performance indicators
- Local Government Benchmarking Framework
- Corporate Complaints Procedure
- Local Outcomes Improvement Plan Annual Report
- Public Performance Reporting including the Annual Performance Report

Management teams

- Corporate Leadership Team
- Extended Corporate Leadership Team
- Performance and Risk Management Team
- Service management teams
- Corporate Protection Group

Elected members

- Elected member induction programme
- Elected member role description
- The National Code of Conduct for Councillors

- Local Government (Scotland) Act 2004 (Remuneration) Regulations 2007
- Elected member induction manual.
- Continuous professional development for elected members, including the online Continuous Professional Development Framework and Development Programme.
- Elected member training plans.
- Elected member seminar programme in respect of legislative changes, economic developments, service proposals etc.
- Electronic access to the full range of Council policies, strategies, guidelines, reports etc.
- Business and ICT support.

Officers

- List of Politically Restricted Posts
- Staff job descriptions and person specifications
- The Council's Code of Conduct for Employees
- Single Status
- Staff induction
- Learning and Development Policy
- Personal Review and Development Scheme
- Reporting Concerns at Work Procedure
- Equal Opportunity Employment Policy
- Disciplinary Policy and Procedure
- Disciplinary Rules
- Grievance Policy and Procedure
- Dignity at Work Policy and Procedure
- Staff surveys
- Substance Misuse Policy
- Capability Policy
- Stress Management Policy
- Managing Sickness Absence Policy and Procedures
- Guidelines on use of Social Media by staff
- iLearn staff training package and monitoring of completed training