

NESTRANS

Code of Corporate Governance

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

Public Focus

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

Structures and processes

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

- We will ensure that our Board meets on a formal basis regularly to set a strategic direction and monitor service delivery.
<http://www.nestrans.org.uk/about-nestrans/board-meetings/>
 - We will continue to develop and comply with documented protocols as required by statute.
 - We will ensure we have a documented scheme of delegation to the NESTRANS Director that provides the Director with the powers necessary to conduct routine business.
http://www.nestrans.org.uk/wp-content/uploads/2017/02/Delegated_Powers_to_Nestrans_Director.pdf
 - We will ensure that all activities are fully documented, appropriately authorised and carried out in a planned manner.
 - We will review our Service Level Agreement with Aberdeenshire Council for financial services on a regular basis and maintain proper records to ensure that the Annual Accounts shows a true and fair view, and that expenditure has been properly authorised and allocated in an appropriate manner.
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Risk management/internal control

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

- Through our Service Level Agreement with Aberdeenshire Council for financial services arrangements will be made to review and appraise the internal controls of the Partnership to ensure we are identifying and managing risks.
- We will develop and maintain a risk management system.
- We will ensure that our Board members are provided with any training needed to perform their role.
- We will ensure that our staff are competent to perform their roles.
- The NESTRANS Chair will undertake an annual appraisal of the NESTRANS Director.
- We will maintain an objective and professional relationship with our external auditors and statutory inspectors.
- Our annual statement of accounts will be published on a timely basis and contain an objective and understandable statement and assessment of the risk management and internal control mechanisms and their effectiveness in practice.

Vision

- NESTRANS main purpose is to prepare and oversee delivery of the Regional Transport Strategy. NESTRANS aim is for the transport system of the North East of Scotland to support a more economically competitive, sustainable and socially inclusive society.

Standards of conduct

- We will have in place formal codes of conduct which define the standards of personal behaviour to which individual Board members are required to subscribe and ensure that they are complied with in practice.
http://www.nestrans.org.uk/wp-content/uploads/2017/02/Members_Code_of_Conduct_April_14.pdf
 - Through our Service Level Agreement with Aberdeenshire Council for Personnel Services we will have in place formal contracts and policies defining the standards of personal behaviour to which our staff are required to subscribe and will ensure that they are complied with in practice.
http://www.nestrans.org.uk/wp-content/uploads/2017/02/Personnel_Policies_and_Procedures_-_Report_to_Board_150306_1.pdf
<http://arcadialite.aberdeenshire.gov.uk/category/policies/>
 - We will put in place arrangements to ensure that Board members and staff are not influenced by prejudice, bias or conflicts of interest in dealing with stakeholders.
 - We will respond positively to the findings and recommendations of external auditors and statutory inspectors and put in place arrangements for the effective implementation of agreed actions.
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