

<b>Title of report</b>	Corporate Governance
<b>Public/confidential</b>	Public
<b>Action</b>	For decision
<b>Date of Publication</b>	Before meeting
<b>Summary/purpose of report</b>	<p>The Council is accountable for ensuring that SSSC has effective governance arrangements in place to allow it to perform its statutory functions.</p> <p>Following a review of our governance arrangements, the Council approved a new Code of Corporate Governance which is subject to ongoing review and continuous improvement. This report asks Council to approve amendments to the Code of Corporate Governance.</p> <p>In addition, the Council is required to approve its calendar of proposed meeting dates at the first meeting of the calendar year. This report puts forward proposed meeting dates for approval.</p>
<b>Recommendations</b>	<p>It is recommended that Council:</p> <ol style="list-style-type: none"> <li>1. approve the proposed amendments to the Code of Corporate Governance set out in appendix 1</li> <li>2. approve the proposed dates for Council, Committee and Development sessions for 2020 – 2021 set out in appendix 2.</li> </ol>
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<b>Responsible Officer</b>	<p>Lorraine Gray</p> <p>Chief Executive</p> <p>Tel: 01382 207250</p>
<b>Link to Strategic Plan</b>	<p>The information in this report links to:</p> <p>Outcome 4 - Our stakeholders value our work.</p>

	Priority 6 - High standards of governance.
<b>Link to the Risk Register</b>	Risk 2: The SSSC is not able to demonstrate to our stakeholders (including Scottish Government) that its operational activity is fulfilling its strategic outcomes.
<b>Equality Impact Assessment (EIA)</b>	An EIA was not developed as this work is not a new or changed policy, service or procedure.
<b>Documents attached</b>	Appendix 1: Proposed changes to the Scheme of Delegation and Terms of Reference Appendix 2: Proposed meeting dates
<b>Background papers</b>	None

## **1. INTRODUCTION**

- 1.1 The Council approved new governance arrangements in October 2019. These are subject to ongoing review and continuous improvement to make sure our governance arrangements continue to be effective. In addition, the Council needs to approve the meeting dates for the upcoming year.

## **2. AMENDMENTS TO THE CODE OF CORPORATE GOVERNANCE**

- 2.1 Since the Code was introduced, we have received helpful comments and feedback from colleagues. These are to the sections relating to the Scheme of Delegation and the Terms of Reference for Audit and Assurance Committee. An explanation for these amendments are summarised below. Council is asked to approve the amendments set out in appendix 1.
- 2.2 Scheme of Delegation – Tables one and two in Code provided greater clarity for where the responsibility for strategic and operational decision making sat between the Council and the Chief Executive. However, it is accepted that the exact nature of the Chief Executive's authority, and the ability to sub-delegate this authority, could have been made clearer. Paragraphs have been added in this respect.
- 2.3 Terms of Reference for Audit and Assurance Committee – it was intended that the Audit and Assurance Committee would have a remit as set out in the Scottish Government's Audit and Assurance Committee handbook however feedback received has suggested that there may be some confusion. The Terms of Reference have been amended to make these intentions clearer.

## **3. DATES OF MEETINGS**

- 3.1 Following the Corporate Governance review, we have proposed some key changes to our schedule of meetings. The proposed meeting dates for Council, Audit and Assurance Committee and Council Development Sessions are attached at appendix 2. Council is asked to approve the meeting dates.
- 3.2 There is a change from the previous meeting cycles. The Audit and Assurance Committee meetings have been scheduled quarterly which will allow them to carry out more effective scrutiny. Council meetings have been scheduled as close to the Audit and Assurance Committee meeting as possible so they are able to act on any recommendations from the Audit and Assurance Committee as early as possible.
- 3.3 Feedback from Members was that we needed additional Council meetings to deal with specific business in line with dates for budget approval and approval of the annual report and accounts.

## **4. RESOURCE IMPLICATIONS**

- 4.1 No additional resources are required as a direct result of this report.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 We have not carried out an equality impact assessment as this work is not a new or changed policy, service or procedure.

## **6. LEGAL IMPLICATIONS**

- 6.1 It is important that the SSSC is a well governed organisation. The proposed changes outlined in this report ensures that the SSSC continues to act within its lawfully delegated powers. There are no other specific legal implications.

## **7. STAKEHOLDER ENGAGEMENT**

- 7.1 Stakeholder engagement was discussed as part of the governance review but there has been no stakeholder engagement required as part of this report.

## **8. IMPACT ON USERS AND CARERS**

- 8.1 There is no immediate impact on service users and their carers.

## **9. CONCLUSION**

- 9.1 The Council is asked to approve the amendments to the Code of Corporate Governance set out at appendix 1 and approve the proposed meeting dates and development sessions for 2020 and 2021.