

Title of report	Review of SSSC Corporate Governance Framework
Public/Confidential	Public
Summary/purpose of report	Approval of the Executive Framework, Code of Corporate Governance, revised reporting of annual reports and note the annual effectiveness review and new Scheme of Delegation for staff.
Recommendations	<p>The Council is asked to:</p> <ol style="list-style-type: none"> 1. approve the Executive Framework and authorise the Chief Executive to finalise it with the Scottish Government 2. approve the proposed amendments to the Code of Corporate Governance 3. approve the revised reporting dates for the Digital Development, Information Governance, Partnership Agreement and Shared Services annual reports outlined in the Council Calendar of Business 4. note the annual effectiveness review and new Scheme of Delegation for staff.
Author	Lynn Murray, Interim Director of Finance and Resources
Responsible Officer	Lorraine Gray, Chief Executive
Link to Strategic Plan	<p>The information in this report links to:</p> <p>Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise.</p> <p>Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement.</p> <p>Outcome 3: Our workforce planning activities support employers, commissioners and policy</p>

	<p>makers to deliver a sustainable, integrated and innovative workforce.</p> <p>Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.</p>
Link to Risk Register	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.
Impact assessments	<ol style="list-style-type: none"> 1. An Equalities Impact Assessment (EIA) was not required. 2. A Data Protection Impact Assessment (DPIA) was not required. 3. A Sustainability Impact Assessment (SIA) was not required.
Documents attached	<p>Appendix 1: Executive Framework</p> <p>Appendix 2: Code of Corporate Governance</p> <p>Appendix 3: Council Calendar of Business</p> <p>Appendix 4: Scheme of Delegation</p>
Background papers	None

INTRODUCTION

1. Officers in the Finance and Resources Directorate have completed a review of the documents which make up the SSSC corporate governance framework. This report seeks approval of the Executive Framework and Code of Corporate Governance which are key components of that framework.
2. The Audit and Assurance Committee approved the Financial Regulations and Debt Management Policy, which are key financial governance documents, at its meeting on 3 February 2022.
3. The Executive Management Team (EMT) has approved a revised Scheme of Delegation which deals with the delegation of operational matters by the Chief Executive in accordance with Sections 72 and 73 of the Code of Corporate Governance and takes account of changes to the management structure and the other aspects of the corporate governance framework. The Scheme forms Appendix 4 to this report for noting.

EXECUTIVE FRAMEWORK

4. The Executive Framework document sets out the broad framework within which the SSSC will operate and defines the key roles and responsibilities which underpin the relationship between the SSSC and the Scottish Government.
5. Scottish Government reviews and updates the Executive Framework every two to three years. It reflects the model template which forms part of the Scottish Public Finance Manual and applies to Non-Departmental Public Bodies. Council approved the current Executive Framework in June 2018 and officers have worked with the Scottish Government on a revised Framework. EMT has reviewed the Scottish Government amendments and made some comments and suggestions. The EMT is content with the draft Executive Framework attached as Appendix 1.
6. The Executive Framework underpins our suite of governance documents. This is the first step in a review of our corporate governance documentation. Officers have carried out a review of our Code of Corporate Governance, Scheme of Delegation, Financial Regulations, and other financial policies for consistency.
7. The changes proposed by the Sponsor Department are mainly to provide consistency with the model Framework. There are no significant changes from the existing Framework.

8. This report asks Members for approval of the draft Executive Framework and authorisation for the Chief Executive to finalise it with the Scottish Government.

CODE OF CORPORATE GOVERNANCE

9. The Head of Legal and Corporate Governance has reviewed the Code to take account of the new Executive Framework and consider any other required amendments. We have summarised the principal amendments.

Section One

- Provide for online meetings (sections 13, 18 and 32)
- Formal meetings and attendance in person for 50% of meetings included in requirements for attendance (section 35)
- Declaration of interest process amended to take account of revised Model Code of Conduct for Members of Devolved Public Bodies (section 55)

Section Two

Council

- Change of Council remit for annual report (section 6)
- Provide for appointments of internal and external auditors (section 7)

Audit and Assurance Committee

- Provide for recommendation of appointment of internal auditors by the Audit and Assurance Committee (section 4)
- Approval of internal audit plan and endorsement of external audit plan (section 4)

Section Three

- Removal of Section Three that comprises the financial delegated limits as this forms part of the Scheme of Delegation for delegations from the Chief Executive and relates to operational management.
10. Appendix 2 uses tracked changes to show the proposed amendments to the Code of Corporate Governance and this report asks Members to approve the revised document.

CALENDAR OF BUSINESS

11. Members have requested the attachment of a calendar of business to the papers for meetings. The Convener also asked the Head of Legal and Corporate Governance to consider the distribution of business across the year. There is always a significant level of business at the May meeting, particularly in connection with the preparation of the Annual Report and Accounts. We propose that we revise the reporting dates for the Digital

Development, Information Governance, Partnership Agreement and Shared Services annual reports outlined in the Council Calendar of Business which forms Appendix 3 to this report. This will create a more even spread of annual reporting across the year.

ANNUAL EFFECTIVENESS REVIEW

12. Principles of good governance say that the Council should review their effectiveness on an annual basis. We do this by getting feedback from members and officers, measuring that against the Chartered Institute of Public Finance Accountants (CIPFA) International Framework: Good Governance in the Public Sector, and talking about what we need to do to continue making our governance arrangements stronger. Council Members filled out a self-assessment form based on the "Achieving the intended outcomes while acting in the public interest at all times" criteria published in CIPFA and the International Federation of Accountants (IFAC)'s "International Framework: Good Governance in the Public Sector".
13. Council Members discussed the review with management at the Away Day and agreed actions. This report asks Members to note the completion of the annual effectiveness review.

NEXT STEPS

14. We will finalise the draft Executive Framework with the Scottish Government and the revised Code of Corporate Governance. We will publish the finalised documents on the intranet and internet. We will attach the Council Calendar of Business to the papers for future meetings.

RISKS

15. We have an averse risk appetite towards governance matters. There are no risks arising from the recommendations in this report.

IMPLICATIONS

Resourcing

16. There are no financial, staffing or sustainability implications arising from this report.

Compliance

17. This report complies with legal and governance requirements.

IMPACT ASSESSMENTS

18. An Equalities Impact Assessment (EIA) is not necessary as this report relates to internal governance arrangements and does not have an impact on people with protected characteristics.

CONCLUSION

19. This report:
 1. asks for approval of the Executive Framework
 2. proposes amendments to the Code of Corporate Governance and asks Council to approve these amendments
 3. proposes revised reporting dates for the Digital Development, Information Governance, Partnership Agreement and Shared Services annual reports outlined in the Council Calendar of Business
 4. asks Council to note the completion of the annual effectiveness review and new Scheme of Delegation.