

## Draft Code of Corporate Governance

**Report to:** Board  
**Date:** 27 June 2014  
**Report by:** Kenny Dick, Head of Finance & Corporate Governance  
**Report No:** B-15-2014  
**Agenda Item:** 8.4

### **PURPOSE OF REPORT**

To present a draft Code of Corporate Governance for consideration and approval.

### **RECOMMENDATIONS**

The Board is requested to:

1. Review and comment on the draft Code of Corporate Governance.
2. Review and agree the Register of Corporate Governance Documents (Appendix A to the draft Code).
3. Note the Register of Corporate Governance Documents (Appendix A to the draft Code) is being checked by named lead members / officers to confirm details.
4. Determine whether Board member involvement in the Corporate Governance Review working group is required
5. Approve the annual review and reporting process as set out in Section 3.0 of the draft Code.
6. Approve the Code of Corporate Governance.

Version: 3.0	Status: <i>Final</i>	Date: 20/06/2014
--------------	----------------------	------------------

**Version Control and Consultation Recording Form**

Version	Consultation	Manager	Brief Description of Changes	Date
1	Senior Management	ET	Minor wording and document/strategy/policy title changes.	15/5/14
	Legal Services			
	Resources Directorate			
2.0	Committee Consultation (where appropriate)	Audit Committee		18/6/14
	Partnership Forum Consultation (where appropriate)			

**Equality Impact Assessment**

To be completed when submitting a new or updated policy (guidance, practice or procedure) for approval.

Policy Title:

Date of Initial Assessment:

EIA Carried Out

YES

NO

If yes, please attach the accompanying EIA and briefly outline the equality and diversity implications of this policy.

If no, you are confirming that this policy will have no negative impact on people with a protected characteristic and a full Equality Impact Assessment is not required.

Name: Kenny Dick

Position: Head of Finance and Corporate Governance

Authorised by Director

Name: Gordon Weir

Date: 10 June 2014

## 1.0 BACKGROUND

The Care Inspectorate meets its corporate governance requirements and expectations in many ways. A Code of Corporate Governance consolidates corporate governance strands into one overarching framework document that:

- Summarises our key corporate governance efforts
- Can be used as a basis for assessing strengths and/or weaknesses in our corporate governance framework
- Assists in ensuring all key corporate governance documents are regularly reviewed and updated

The 2012/13 Annual Governance Statement agreed by the Board provided a commitment to develop a Code of Corporate Governance.

This report requests the Board considers and reviews the draft Code of Corporate Governance and agrees the proposed Corporate Governance review process.

## 2.0 DRAFT CODE OF CORPORATE GOVERNANCE

2.1 Attached as Appendix 1 is the first draft Code of Corporate Governance. The Board is requested to review each section as described in 2.2 to 2.6 below.

### 2.2 Section 1 Introduction

It is intended that this general section clearly introduces the Code and why it is needed.

### 2.3 Section 2.0 Principles of Good Governance

The principles are taken straight from “The Good Governance Standard for Public Services” and significant amendments are not envisaged for this section.

### 2.4 Section 3.0 Annual Review and Reporting

This section sets out how the Care Inspectorate will review its corporate governance arrangements annually and report on this review. The Board is requested:

- to note a Corporate Governance Review working group has been established
- to consider whether or not Board member involvement in this group is

Version: 3.0	Status: <i>Final</i>	Date: 20/06/2014
--------------	----------------------	------------------

required

- to review and approve the annual review and reporting process as set out in Section 3.0 of the draft Code

## 2.5 Section 4 Applying the Principles of Good Governance

The Board is requested to review this section to ensure it has fairly captured and described our corporate governance arrangements and to identify any significant omissions.

## 2.6 Appendix 1 Register of Key Corporate Governance Documents

This register has been drafted by the author of this report and it is currently being checked by lead officers. There may currently be key documents omitted, the allocation of lead officer, relevant governance principles and last / next review dates may be incorrect. The register of Key Corporate Governance Documents will be fully checked prior to issue and will be reviewed at least annually by the Corporate Governance Review working group.

## 3.0 RESOURCE IMPLICATIONS

There are no additional resource implications that will result from the approval of the recommendations in this report.

## 4.0 BENEFITS FOR PEOPLE WHO USE SERVICES AND THEIR CARERS

The corporate governance framework is geared towards making sure we achieve our strategic objectives. Our strategic objectives are all primarily associated with delivering benefits and positive outcomes to people who use services and their carers.

## 5.0 CONCLUSION

The Code of Corporate Governance and associated reporting and review process provides a structured way of ensuring that we can deliver on our strategic vision, aims and objectives whilst maintaining public confidence in the Care Inspectorate as a public body.

### Appendices:

Appendix 1: Draft Code of Corporate Governance

Version: 3.0	Status: <i>Final</i>	Date: 20/06/2014
--------------	----------------------	------------------