

**EAST AYRSHIRE COUNCIL**

**COUNCIL 26 JUNE 2008**

**LOCAL CODE OF CORPORATE GOVERNANCE**

**Report by Chief Executive**

**1. PURPOSE OF REPORT**

- 1.1 To update Council on progress in implementing the Council's Corporate Governance Action Plan for 2007/08.
- 1.2 To seek approval for the new Local Code of Corporate Governance for 2008/09.
- 1.3 To seek agreement of a new Action Plan for 2008/09.

**2. BACKGROUND**

- 2.1 CIPFA/SOLACE first published a framework for Corporate Governance in Local Government in 2001, and the Council's first Local Code of Corporate Governance was agreed by Council in June 2002.
- 2.2 Since the adoption of the Local Code, an annual process of review has been conducted. This results in the Council each year adopting a new Local Code of Corporate Governance, together with an action plan. This is designed to ensure that the ethos of excellent Corporate Governance is embedded in all decisions made by the Council.
- 2.3 In 2007 CIPFA/SOLACE published a new framework for Corporate Governance: "Delivering Good Governance in Local Government Framework." This new framework provides a useful and practical update on the original Framework and follows the six core principles of good governance outlined in the Good Governance Standard for Public Services (2004) which was developed by the Commission on Good Governance in Public Services.
- 2.4 This framework was designed to be applicable across the whole of the United Kingdom but it became evident that the statutory differences which exist in Scotland required to be addressed and a separate Guidance Note for Scottish local authorities was published in May 2008. The East Ayrshire Local Code of Corporate Governance for 2008/09 follows this guidance.

### **3. ANNUAL REVIEW OF CORPORATE GOVERNANCE ARRANGEMENTS**

- 3.1 An important element of the process of assurance is the need for continuing monitoring and annual review of these arrangements. This year's annual review process provided the opportunity for our arrangements to be tested against the requirements of the new CIPFA/SOLACE Framework and was co-ordinated by the Best Value & Performance Section, with input from all Council Departments.
- 3.2 Whilst this process of review is co-ordinated corporately, Executive Directors and Heads of Service have a responsibility to ensure that their own governance arrangements are adequate and operating effectively. In line with the CIPFA/SOLACE Framework, each Executive Director and Head of Service is required to make an annual statement confirming that this is the case and, thereafter, the Council prepares and publishes an Annual Statement of Assurance confirming that corporate arrangements for governance are robust.

### **4. ACTION PLAN PROGRESS**

- 4.1 Appendix 1 to this report sets out the progress made against the Council's Corporate Governance Action Plan for 2007/08. It should be noted that the format of this action plan reflects the *five* dimensions of the original CIPFA/SOLACE Framework.
- 4.2 The excellent progress made in implementing the improvement actions outlined within last year's Action Plan provides a clear demonstration of the Council's overriding commitment to best practice in Corporate Governance.

### **5. UPDATED LOCAL CODE OF CORPORATE GOVERNANCE**

- 5.1 Appendix 2 to this report contains the new East Ayrshire Local Code of Corporate Governance for 2008/09.
- 5.2 The new Framework is structured around the *six* 'Core Principles' of the Good Governance Standard for Public Services, 'Supporting Principles,' and a range of 'Examples of Evidence' that all lead to 'Demonstration of Local Compliance.'
- 5.3 In terms of structure, the information contained within the last column of the table in Appendix 2 shows the outcome of the self assessment of our own Corporate Governance arrangements, and demonstrates the level of local compliance against the requirements of the new Framework.

### **6. ADOPTION OF A REVISED ACTION PLAN**

- 6.2 The revised Guidance and Framework has subjected the Council's corporate governance arrangements to fresh challenge, and this has identified areas where our arrangements could be further developed to reflect the new requirements of the Framework. These have been incorporated into a number of improvement actions which will be implemented over the coming year.

6.3 Full details of the proposed 2008/09 Improvement Action Plan are set out in Appendix 3 to this report and progress on its implementation will feature in the annual Review of the Council's Corporate Governance arrangements in 2009.

## **7. POLICY IMPLICATIONS**

7.1 The Council places a high degree of importance on the need to ensure that its arrangements for Corporate Governance are effective and continue to be the subject of ongoing review and improvement.

## **8. LEGAL IMPLICATIONS**

8.1 None.

## **9. FINANCIAL IMPLICATIONS**

9.1 None.

## **10. RECOMMENDATIONS**

10.1 Council is asked to:-

- (i) note the new process of review for the Council's Corporate Governance arrangements;
- (ii) note the excellent progress made in the implementation of the Corporate Governance Action Plan for 2007/08 as set out in Appendix 1 to this report;
- (iii) agree the East Ayrshire Local Code of Corporate Governance for 2008/09 as set out in Appendix 2 to this report;
- (iv) agree the proposed Corporate Governance Improvement Action Plan for 2008/09 as set out in Appendix 3 to this report;
- (v) note that the new East Ayrshire Local Code of Corporate Governance for 2008/09 and the Corporate Governance Improvement Action Plan will be published and made available to the general public; and,
- (vi) otherwise note the contents of this report.

**Fiona Lees**  
**Chief Executive 28 May 2008**

### **LIST OF BACKGROUND PAPERS**

CIPFA/SOLACE: Delivering Good Governance in Local Government Framework, 2007  
CIPFA/SOLACE: Delivering Good Governance in Local Government, Guidance Note for Scottish Authorities, 2008

Members wishing further information on this report should contact:  
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**Implementation Officer: Fiona Lees, Chief Executive**

Appendix 1 – Corporate Governance Improvement Action Plan 2007/08 – Update on Progress

Action Required	Lead Officer	Timetable	Progress Update
<p><b>Dimension 1 – Community Focus</b></p> <p>The following actions have been agreed as part of the Audit of BV &amp; CP Improvement Agenda:</p> <ul style="list-style-type: none"> <li>• Undertake a Sustainability Audit,</li> <li>• Produce a Sustainability Strategy with associated Action Plan.</li> </ul>	<p>Executive Director of Neighbourhood Services</p>	<p>March 2008</p>	<p><b>ACHIEVED</b> Sustainability Audit completed. Draft Sustainability Strategy prepared and agreed by Cabinet for external consultation in accordance with the requirements of Strategic Environmental Assessment.</p>
<p>Finalisation of a comprehensive Public Performance Strategy, including consultation. Through the Officer Working Group on Public Performance Reporting, the further development of the strategy will include:</p> <ul style="list-style-type: none"> <li>• A comprehensive mapping exercise to establish the current scope of Public Performance Reporting throughout the Council</li> <li>• Consultation with stakeholders</li> <li>• Conclusion of a strategy which will include our high level commitments to Public Performance Reporting.</li> </ul>	<p>Executive Head of Finance and Asset Management</p>	<p>March 2008</p>	<p><b>ACHIEVED</b> Strategic Review of Public Performance Reporting arrangements, including mapping exercise and consultation exercise involving the residents' panel now concluded. New improved Public Performance Reporting Strategy agreed by Cabinet 19 December 2007.</p>
<p>A Gender Equality Scheme will be prepared for Council approval in June 2007. Thereafter it will be implemented across the Council. This rollout will</p>	<p>Depute Chief Executive/ Executive Director</p>	<p>March 2008</p>	<p><b>ACHIEVED</b> Gender Equality Scheme and Action Plan agreed by Council 21 June 2007.</p>

<p>include:</p> <ul style="list-style-type: none"> <li>• training for staff and Members</li> <li>• the establishment of a Member scrutiny group</li> <li>• the development of departmental action plans</li> </ul> <p>This will give the Council the three schemes required covering Race, Disability, and Gender, in line with national guidelines.</p>	<p>of Corporate Support</p>		<p>Training on Gender Equality scheme identified for roll out across the Council. The scrutiny function will be undertaken by the recently established Equalities Forum.</p>
<p>The Local Transport Strategy, involving rigorous consultation with community and external partner organisations, will be produced in the coming year.</p>	<p>Executive Director of Neighbourhood Services</p>	<p>March 2008</p>	<p><b>GOOD PROGRESS</b> Draft Local Transport Strategy prepared. Public and stakeholder consultations held during May and June 2008 with a view to finalising and publishing the Local Transport Strategy later in 2008.</p>
<p><b>Dimension 2 – Service Delivery Arrangements</b></p>			
<p>The CIPFA/LASAAC Guidance Note 'A Best Value Approach to Trading Accounts', will be integrated into the current Best Value Service Review of Roads and Transportation.</p>	<p>Executive Director of Neighbourhood Services</p>	<p>March 2008</p>	<p><b>GOOD PROGRESS</b> This action is currently being reviewed as part of the ongoing Best Value Service Review of Roads and Transportation.</p>
<p>Ensure the effective implementation of the new thematic Action Plans for Community Planning</p>	<p>Depute Chief Executive/ Executive Director of Corporate Support</p>	<p>March 2008</p>	<p><b>ACHIEVED</b> New Community Planning Thematic Action Plans revised and updated for implementation from 1 April 2008.</p>
<p><b>Dimension 3 – Structures and Processes</b></p>			
<p>Following the recommendations made in the Audit of Best Value &amp; Community Planning, further develop systematic scrutiny arrangements to maximise member challenge of performance and decisions</p>	<p>Depute Chief Executive/ Executive Director of Corporate Support</p>	<p>March 2008</p>	<p><b>ACHIEVED</b> Revised decision making structure implemented incorporating a dedicated Governance and Scrutiny Committee.</p>

<p>made.</p>			<p>The Governance and Scrutiny Committee is fully Compliant with Audit Committee Principles and has overall responsibility for scrutiny and review including:-</p> <ul style="list-style-type: none"> <li>• Holding the Executive/Cabinet to account by dealing with decisions that have been called in;</li> <li>• Performance review and Best Value, resources, audit, risk management and corporate governance matters;</li> <li>• Promoting and maintaining high standards of conduct amongst Members;</li> <li>• Making recommendations to the Executive/Cabinet and/or Council;</li> <li>• Setting and monitoring annual scrutiny work programmes;</li> <li>• Selection of inquiry topics and approval of project outlines and plans.</li> </ul>
<p>Continue, from 06/07, to demonstrate the achievement of significant cost reductions through the application of modern procurement/purchasing arrangements. This will include:</p> <ul style="list-style-type: none"> <li>• Completion of roll out of ePS within the Department of Corporate Support;</li> <li>• Commencement of roll out of ePS within the Department of Educational &amp; Social Services;</li> <li>• Development of a common platform for</li> </ul>	<p>Depute Chief Executive/Executive Director of Corporate Support</p>	<p>March 2008</p>	<p><b>GOOD PROGRESS</b> Corporate Procurement Strategy 2007-2010 approved by Cabinet November 2007.</p> <ul style="list-style-type: none"> <li>• Procurement Strategy and Contract Management Bulletins and Procedure Notes updated and published on dedicated procurement webpages for Council wide use</li> </ul>

<p>purchasing throughout the Council, and integration of procurement with new financial systems.</p>		<ul style="list-style-type: none"> <li>• ePS Project Board established;</li> <li>• ePS system expanded to include non-contract spend suppliers in order to allow spend to be tracked and contracts put in place as required;</li> <li>• Staggered roll out of ePS across the Council 2006-2010 commenced;</li> <li>• Roll out of ePS within Department of Corporate Support substantially complete;</li> <li>• Implementation of phase 2 roll out of ePS now being undertaken within the Department of Neighbourhood Services, with roll out within Leisure Services substantially complete;</li> <li>• Centralised purchasing arrangements implemented for identified commodities</li> <li>• Central Purchasing Unit to be established to operate alongside the ePS team to improve purchasing operational procedures and exploit opportunity for cost savings</li> <li>• Significant cost reductions totalling £1.2Million achieved to 31 March 2008.</li> </ul>
<p>Members' Training</p> <ul style="list-style-type: none"> <li>• Finalise details of Elected Members' training programme and further develop the format of</li> </ul>	<p>Depute Chief Executive/Executive Director of</p>	<p><b>PARTIALLY ACHIEVED - GOOD PROGRESS</b> Draft training needs analysis for Elected</p>

<p>Elected Members individual development plans.</p> <ul style="list-style-type: none"> <li>Develop guidance for Elected Members in respect of their representation as Members of East Ayrshire Council on external organisations.</li> </ul>	<p>Corporate Support</p>	<p>Members currently being developed on the basis of the Improvement Service Framework thereafter individual development plans will be put in place for each Elected Member.</p> <p>Guidance developed and in place for Elected Members in respect of their representation as Members of East Ayrshire Council on external organisations.</p>
<p>Following the review of decision making arrangements, implement appropriate Community Planning structures at a strategic and operational level.</p>	<p>Depute Chief Executive/Executive Director of Corporate Support</p>	<p><b>ACHIEVED</b></p> <p>Review completed. Amalgamated Community Planning Partnership Board and Core Partners Group to establish a new Community Planning Partnership Board comprising Chief Officers from all Partners and Community representatives.</p>
<p>Review Local Committee arrangements to strengthen links with the Community Planning structures and with partner organisations, and so strengthen community engagement.</p>	<p>Depute Chief Executive/Executive Director of Corporate Support</p>	<p><b>ACHIEVED</b></p> <p>4 New Local Community Planning Forums established comprising Elected Members, Community representatives from the Federations of Community Groups and Equalities Forums and representatives from Community Planning Partner Organisations.</p> <p>These Forums will be supported by</p>

				appropriate officers from Community Planning Partners as appropriate dependent upon the nature of business under consideration to strengthen community engagement.
<b>Dimension 4 – Risk Management and Internal Control</b>				
Reconfigure the IT based Risk Register System to reflect revised management arrangements from April 2007.		Executive Head of Finance and Asset Management	March 2008	<b>ACHIEVED</b> IT based Risk Register System reconfigured to reflect revised management arrangements.
Deliver a fully operational CCTV and Risk Management Centre, and maximise the benefits and opportunities arising from its establishment.		Executive Director of Neighbourhood Services	March 2008	<b>ACHIEVED</b> New CCTV and Risk Management Centre operational from June 2008.
Progress the implementation of the medium and long term action plan points included in the Council's adopted Corporate Asset Management Strategy, in line with the Best Value Improvement Agenda.		Executive Head of Finance and Asset Management	March 2008	<b>GOOD PROGRESS</b> New Staffing Structures for Asset Management function in place. Implementation of action plan ongoing.
Introduce a consolidated Anti-fraud and Anti-corruption Strategy.		Executive Head of Finance and Asset Management	March 2008	<b>ACHIEVED</b> Revised Strategy approved and in operation.
Introduce a revised internet/email acceptable use policy.		Depute Chief Executive/Executive Director of Corporate Support	March 2008	<b>ACHIEVED</b> Revised Policy approved and in operation.
<b>Dimension 5 – Standards of Conduct</b>				
Members' Code of Conduct:		Depute Chief	March 2008	<b>PARTIALLY ACHIEVED - GOOD</b>

<ul style="list-style-type: none"> <li>• Deliver presentations on planning issues for Elected Members.</li> <li>• Staff training Seminar will be arranged on declaration of interest issues.</li> </ul>	<p>Executive/Executive Director of Corporate Support</p>	<p><b>PROGRESS</b>  Training on Planning Issues delivered to Elected Members.</p> <p>A toolbox talk will be developed to assist managers in communicating to their employees their responsibilities under the employee code of conduct, with particular emphasis on declaration of interest requirements.</p>
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**Local Code of Corporate Governance 2008/09**

The Council's Local Code of Corporate Governance 2008/09 reflects the requirements of the new CIPFA/SOLACE Delivering Good Governance in Local Government Framework published in 2007 and the supporting Guidance Note for Scottish Authorities published in May 2008. For each of the six core principles of good governance outlined in the Good Governance Standard for Public Services (2004), the new CIPFA/SOLACE Delivering Good Governance in Local Government Framework provides supporting principles and a range of specific requirements that should be reflected in local authorities' Local Codes of Corporate Governance. The supporting Guidance for Scottish Authorities provides more detail on examples of evidence such as systems, processes and documentation that may be used to demonstrate local compliance with these principles. The CIPFA/SOLACE template detailed within the Guidance for Scottish Authorities has been followed in developing this authority's Local Code.

**CORE PRINCIPLE 1**

**Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1</b>                      Exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and its intended outcomes for citizens and service user</p> <p>Develop and promote the authority's purpose and vision.</p>	<p>Authority's updated, approved and published corporate plan, which has been reviewed within the last 12 months.</p>	<ul style="list-style-type: none"> <li>◆ The Council's vision is in place;</li> <li>◆ The Councils Core Values:- Quality, Equality, Access and Partnership;</li> <li>◆ Draft high level East Ayrshire Area Single Outcome Agreement signed up to by all Community Planning Partners and in place by 31 March 2008;</li> <li>◆ Community Plan adopted as sovereign planning document (One Council One Plan);</li> <li>◆ Community Planning Partnership Vision and Guiding Principles;</li> <li>◆ Community Plan - 6 Thematic Action Plans:                             <ul style="list-style-type: none"> <li>○ Promoting Community Learning;</li> <li>○ Improving Opportunities;</li> <li>○ Improving Community Safety;</li> <li>○ Improving Health;</li> <li>○ Eliminating Poverty;</li> <li>○ Improving the Environment.</li> </ul> </li> <li>◆ 4 Yearly review of the Community Plan completed 2007;</li> <li>◆ Biannual review of Community Planning Action Plans and annual reporting on progress against Community Plan Action Plans.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Clear terms of reference are set for the preparation of service plans to ensure fit with the corporate plan.</p>	<ul style="list-style-type: none"> <li>◆ New Service Planning template developed and piloted within Leisure Services. This will:-                             <ul style="list-style-type: none"> <li>○ Embed new performance indicators and targets;</li> <li>○ Link service performance and financial and other resources;</li> <li>○ Link Service planning with Community Planning and SOA objectives;</li> <li>○ Provide comparative analysis to demonstrate clearly potential for improvement.</li> </ul> </li> </ul>
	<p>Service plans clearly reflect corporate objectives.</p>	<ul style="list-style-type: none"> <li>◆ New Service Planning template will ensure clear linkages between Service Planning and Community Planning/SOA Objectives.</li> </ul>
	<p>Communication strategy in respect of corporate objectives has been developed, approved and implemented.</p>	<ul style="list-style-type: none"> <li>◆ New Community planning structures involving Community Representatives and representation from Partner Organisations will facilitate effective communication of Community Planning objectives;</li> <li>◆ Dedicated Community Planning Website established;</li> <li>◆ Community Plan Workbook/Toolbox distributed;</li> <li>◆ Community Planning Bulletins and Topic Specific 'Quick Word About' brochures;</li> <li>◆ Extensive Community consultation undertaken to inform the 4 yearly review of the Community Plan and Thematic Action Plans.</li> </ul>
	<p>Documented meetings across services to discuss key objectives in corporate and service plans.</p>	<ul style="list-style-type: none"> <li>◆ Community Planning considered as a standing item at all Team Meetings across the Council;</li> <li>◆ 6 Community Plan Thematic Working Groups (multi disciplinary and multi agency) meet routinely to review progress against key objectives contained within the Thematic Community Planning Action Plans;</li> <li>◆ Chief Executive Meetings with Executive Directors to Review Performance;</li> <li>◆ Corporate Management Team Meetings, Departmental Management Team Meetings and Service Team meetings routinely consider and review progress against key objectives.</li> </ul>
<p>Review on a regular basis the authority's vision for the local area and its implications for the authority's governance arrangements.</p>	<p>Record of the review of the authority's vision. Review of governance code.</p>	<ul style="list-style-type: none"> <li>◆ 4-yearly review of Community Plan and Thematic Action Plans undertaken. Community Plan Review Supplement issued and revised. Thematic Action Plans agreed for full implementation from 1 April 2007;</li> <li>◆ Local Code of Corporate Governance revised and updated to reflect the CIPFA/SOLACE Delivering Good Governance Framework and associated Guidance Note for Scottish Local Authorities;</li> <li>◆ Annual Corporate Governance Improvement Action Plan agreed;</li> <li>◆ Review Supplement of Community Plan published and issued following 4</li> </ul>
	<p>A record 'signed off' and publicised</p>	

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>describing arrangement for deciding on the authority's purpose and vision statement.</p> <p>An assessment of the impact of changes in the vision document.</p> <p>Specific requirement within service plan templates for information about users' experience of services and that this information has been considered within service planning decision making.</p>	<p>yearly review of the Community Plan, supported by the publication of revised Thematic Action Plans agreed for full implementation from 1 April 2007. This review involved an extensive community and stakeholder consultation exercise and was 'signed off' by Cabinet and the Community Planning Partnership Board;</p> <ul style="list-style-type: none"> <li>◆ Integrated Impact Assessment Tool agreed and adopted by Community Planning Partners.</li> <li>◆ New Service Planning template will ensure that customer feedback and the experience of users will inform service planning and decision making.</li> </ul>
<p>Ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners.</p>	<p>A fully signed off and published community plan which states the vision and purpose of the partnership.</p>	<ul style="list-style-type: none"> <li>◆ Draft high level East Ayrshire Area Single Outcome Agreement signed up to by all Community Planning Partners and in place by 31 March 2008;</li> <li>◆ Community Plan adopted as sovereign planning document (One Council One Plan);</li> <li>◆ Community Planning Partnership Vision and Guiding Principles;</li> <li>◆ Community Plan - 6 Thematic Action Plans:-                             <ul style="list-style-type: none"> <li>○ Promoting Community Learning;</li> <li>○ Improving Opportunities;</li> <li>○ Improving Community Safety;</li> <li>○ Improving Health;</li> <li>○ Eliminating Poverty;</li> <li>○ Improving the Environment.</li> </ul> </li> </ul>
	<p>A documented record of the process to be undergone to determine the vision and review of the vision of the partnership.</p>	<ul style="list-style-type: none"> <li>◆ Fully documented 4 Yearly review of the Community Plan involving extensive public consultation completed 2007;</li> <li>◆ Biannual review of Community Planning Action Plans and annual reporting on progress against Community Plan Action Plans;</li> <li>◆ Partnership Assessment Framework used to ensure clear rationale and purpose of Community Planning Partnership arrangements and that effective governance and scrutiny arrangements are in place for Community Planning activities.</li> </ul>
	<p>Agreement regarding the role and scope of each partner's contribution to</p>	<ul style="list-style-type: none"> <li>◆ Core Partner obligations in respect of Community Planning are outlined in statutory provision within the Local Government in Scotland Act 2003 and</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	the task.	<p>Associated Guidance;</p> <ul style="list-style-type: none"> <li>◆ Council and Community Planning Partnership Structures and processes reflect and comply with statutory requirements;</li> <li>◆ The Council leads and facilitates Community Planning and has appointed a dedicated Community Planning and Partnership Manager to lead this task;</li> <li>◆ Community Planning is driven forward through the following key Structures:-               <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board;</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> <li>○ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>○ Children and Young Peoples Forum.</li> </ul> </li> <li>◆ Terms for reference and responsibilities for these key structures have been agreed by Community Planning Partners and are outlined within the Community Planning Partnership Operating Arrangements;</li> <li>◆ Cross Agency Lead Officer Responsibility has been allocated for each of the 6 Community Planning Thematic Action Plans;</li> <li>◆ Thematic Action Plans identify Community Planning Partners' involvement in each action point.</li> </ul>
Publish an annual report on a timely basis to communicate the authority's activities and achievements, its financial position and performance.	<p>Evidence of the compatibility between the partnership goals and the goals of the local authority.</p> <p>Formal annual report which includes the key points raised by external scrutineers and satisfies the requirement to report on outcomes as part of a Single Outcome Agreement.</p> <p>Annual Financial statements.</p>	<ul style="list-style-type: none"> <li>◆ Community Plan adopted as sovereign planning document within the Council (One Council One Plan) and by the Community Planning Partnership Board.</li> <li>◆ Annual Public Performance Report, including a summary of the outcome and improvements proposed as a result of external scrutiny, audits and inspections, delivered to every household in East Ayrshire;</li> <li>◆ Community Planning Partners will review and report on SOA performance on an annual basis. This will be linked to a formal review of the four-year thematic Action Plans at the mid-point of the current programme, scheduled for March 2009.</li> <li>◆ Annual Accounts Published in hard copy and on the Council's website;</li> <li>◆ Full financial statements prepared in accordance with the Accounting Code of Practice;</li> <li>◆ Summary of financial statements provided within the annual Public</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<p>Performance Report;</p> <ul style="list-style-type: none"> <li>◆ 'Financial Strategy' published, linking budgets to service pressures and objectives for the coming year.</li> <li>◆ Community Planning Residents Survey undertaken every 3 years. Results published on Community Planning Website and through the Council's Local Office and Library network;</li> <li>◆ The Council's Annual Public Performance Report, a copy of which is distributed to every household includes provision for service user feedback.</li> </ul>
<p><b>Supporting Principle 2</b>  <b>Ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning</b></p> <p>Decide how the quality of service for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available.</p>	<p>An agreed set of quality standard measures which have been established and approved for each service element and are included in service plans.</p> <p>Clear processes in place to hear the views of users and non-users from all backgrounds about the suitability and quality of services.</p> <p>Evidence that these views have been taken into account in service planning and delivery.</p>	<ul style="list-style-type: none"> <li>◆ Customer First Service Commitment;</li> <li>◆ New Service Planning arrangements include service standards.</li> </ul> <ul style="list-style-type: none"> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public services which affect them, Structures in place include:-                         <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board (Including Community Representatives);</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> <li>○ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>○ Children and Young Peoples Forum;</li> <li>○ Community Planning Residents Panel and Focus Groups.</li> </ul> </li> <li>◆ Annual Consultation Plan in place;</li> <li>◆ Three yearly Community Planning Residents Survey;</li> <li>◆ Community consultations to inform the 4 Yearly review of Community Plan;</li> <li>◆ National Standards of Community Engagement;</li> <li>◆ The Council's comments and suggestions scheme;</li> <li>◆ Annual Consultation on the Budget including major consultation exercise at start of the 3 year spending review - 2007/08;</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<ul style="list-style-type: none"> <li>◆ Customer/User Satisfaction Surveys and Questionnaires;</li> <li>◆ Other Stakeholder Consultations;</li> <li>◆ Council for Voluntary Organisations Partnership;</li> <li>◆ Community Safety Partnership;</li> <li>◆ Registered Social Landlords;</li> <li>◆ Registered Tenants Organisations;</li> <li>◆ Tenant Participation Steering Group;</li> <li>◆ Tenant Satisfaction Survey;</li> <li>◆ Annual Council House Tenant Conference;</li> <li>◆ East Ayrshire Residents' Syndicate Group;</li> <li>◆ Rent Consultations;</li> <li>◆ Housing Stock Options Appraisal Consultation;</li> <li>◆ Leisure Services consultation/focus group exercises (DCCP, EALRIS, A&amp;M, LD, OA, and CR);</li> <li>◆ Children and Young People Forum;</li> <li>◆ Youth Forum/Pupil Forum in all schools;</li> <li>◆ Early Years Forum;</li> <li>◆ Out of School Care Network;</li> <li>◆ Children's Services Forum;</li> <li>◆ Children's Service Plan Annual Seminar;</li> <li>◆ School Board Steering Group meetings and steering Group/Stakeholder Surveys;</li> <li>◆ The Pupil Council Forum meets with the Executive Director and Chair of Education Committee;</li> <li>◆ The production of the Local Transport Strategy involved rigorous consultation with community organisations;</li> <li>◆ Kilmarnock Town Centre Regeneration consultation Strategy agreed;</li> <li>◆ Cumnock Town Centre Regeneration Information Office and Consultation meetings.</li> <li>◆ Dumfries Estate Core Team and Community Consultations;</li> <li>◆ Race Equality Scheme;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ Statutory consultation with Community Councils;</li> <li>◆ Networking arrangements with the Third Sector.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Comparison of information on quality of service provided by similar organisations; analysis where quality levels are different.</p>	<ul style="list-style-type: none"> <li>◆ Best Value Audit process;</li> <li>◆ Best Value Service Review;</li> <li>◆ Annual EFQM Assessments;</li> <li>◆ Participation in Benchmarking Clubs;</li> <li>◆ Participation in Local Authority ABC Benchmarking Partnership;</li> <li>◆ Management Information Systems;</li> <li>◆ Comparison of performance with other Scottish Councils against Statutory Performance Indicators;</li> <li>◆ Stakeholder perception surveys;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Strategic Review of Revenue Budget.</li> </ul>
<p>Put in place effective arrangements to identify and deal with failure in service delivery.</p>	<p>Regular reports produced on progress on service delivery.</p> <p>Performance trends are established and reported on.</p> <p>Committee reports summarising complaints dealt with, analysed by outcome.</p>	<ul style="list-style-type: none"> <li>◆ One of the key functions of the Governance and Scrutiny Committee is to effectively monitor performance. It undertakes an investigatory role to deal with and make recommendations for remedial action as required to address performance failure;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Appraisal arrangements for Chief Officers;</li> <li>◆ Corporate Strategic Self Assessment of Performance;</li> <li>◆ Best Value Audit process;</li> <li>◆ Best Value Service Review;</li> <li>◆ Annual EFQM Assessments;</li> <li>◆ Participation in Benchmarking Clubs;</li> <li>◆ Participation in Local Authority ABC Benchmarking Partnership;</li> <li>◆ Management Information Systems;</li> <li>◆ Comparison of performance with other Scottish Councils against Statutory Performance Indicators;</li> <li>◆ Stakeholder perception surveys;</li> <li>◆ A summary of complaints received is reported annually to Council.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Formally approved complaints policy and procedure exists and has been reviewed and updated regularly; leaflets/posters to raise awareness amongst the public of the procedure.</p> <p>A complaints system which records action taken to prevent complaints recurring.</p> <p>Evidence that complaints have informed positive service improvement.</p> <p>Staff have been trained in dealing with complaints and are empowered and supported to deal with complaints.</p> <p>One unrefined approach to complaint handling across the organisation with a common point of entry (and this extends to include community planning partnerships).</p> <p>Regular testing of complaints handling system to ensure it meets consumer needs and expectations.</p> <p>An audit committee whose remit covers all types of control (not just financial).</p>	<ul style="list-style-type: none"> <li>◆ It's Better to Listen Complaints Policy and Procedures in place (This policy is currently under review);</li> <li>◆ It's Better to Listen leaflets available in all public offices;</li> <li>◆ Council Website contains on-line information on complaints and electronic complaints handling facility is in place;</li> <li>◆ Customer First Service Commitment, including complaints commitment displayed in all public offices.</li> <li>◆ Complaints recording and reporting systems include provision of improvement action taken to prevent recurrence of complaints.</li> <li>◆ Complaints recording and reporting systems include provision of improvement action taken to improve service delivery arrangements.</li> <li>◆ Induction training covers complaints handling and front line staff in particular have been empowered and supported to deal with and respond to complaints.</li> <li>◆ It's Better to Listen Complaints Policy and Procedures in place (This policy is currently under review);</li> <li>◆ Head of Democratic Services allocated responsibility for the corporate coordination of complaints across the Council.</li> <li>◆ It's Better to Listen Complaints Policy and Procedures are currently the subject of a comprehensive review which will test the effectiveness of existing complaints mechanisms in place with a view to improving current arrangements.</li> <li>◆ Revised decision making structure implemented incorporating a dedicated Governance and Scrutiny Committee. The Governance and Scrutiny Committee is fully Compliant with Audit Committee Principles and has overall responsibility for scrutiny and review including:-             <ul style="list-style-type: none"> <li>○ Holding the Executive/Cabinet to account by dealing with decisions that have been called in;</li> <li>○ Performance review and Best Value, resources, audit, risk management and corporate governance matters;</li> <li>○ Promoting and maintaining high standards of conduct amongst Members;</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>External assurance reports are collated centrally and reports are reviewed by relevant senior management teams and reported to appropriate committee.</p>	<ul style="list-style-type: none"> <li>o Making recommendations to the Executive/Cabinet and/or Council;</li> <li>o Setting and monitoring annual scrutiny work programmes;</li> <li>o Selection of inquiry topics and approval of project outlines and plans.</li> <li>◆ A wide ranging programme of scrutiny and review has been agreed for and is being undertaken by the Governance and Scrutiny Committee.</li> <li>◆ Common Protocol for responding to External Audits and Inspections agreed by CMT April 2007;</li> <li>◆ Corporate Business Manager appointed to Chief Executive's Office to ensure a co-ordinated approach to external inspection in conjunction with Senior Officers in relevant services;</li> <li>◆ Best Value and Performance Unit responsible for co-ordinating the Council's Best Value and Community Planning Audit arrangements;</li> <li>◆ Corporate Management Team receive reports on all major external inspections;</li> <li>◆ The outcomes of all major external inspections are reported to Council and Cabinet where appropriate and in all cases to the Governance and Scrutiny Committee.</li> <li>◆ Improvement Action Plans are agreed as appropriate in response to external inspections including:-             <ul style="list-style-type: none"> <li>o Best Value and Community Planning Audit;</li> <li>o HMLe Inspections;</li> <li>o INEA;</li> <li>o Care Commission Inspections;</li> <li>o SWIA Inspections;</li> <li>o Scottish Housing Regulator Inspections;</li> <li>o External Audit Reports;</li> <li>o Statutory Reports;</li> <li>o Statutory Performance Indicators Audit;</li> <li>o Food Standards Agency inspections;</li> <li>o Health and Safety Executive;</li> <li>o RIPSAs;</li> <li>o Local Government Ombudsman;</li> <li>o CIPFA;</li> <li>o ISO 9000:2000;</li> <li>o National Review of Building Standards.</li> </ul> </li> </ul>
	<p>In response to external assurance reports, action plans are prepared and approved as appropriate.</p>	

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Follow-up reports on recommendations are requested and reviewed by the relevant senior management team and progress is regularly reported to the relevant committee.</p>	<ul style="list-style-type: none"> <li>◆ Update reports on progress in implementing actions agreed as a result of external inspections and audits are considered by:-                             <ul style="list-style-type: none"> <li>○ Council;</li> <li>○ Cabinet;</li> <li>○ Governance and Scrutiny Committee;</li> <li>○ CMT;</li> <li>○ DMT;</li> <li>○ Team Meetings.</li> </ul> </li> <li>◆ As considered appropriate for each inspection.</li> <li>◆ Chief Executive's Performance Review Template includes a section to monitor progress in implementing actions agreed as a result of external inspections and audits.</li> </ul>
<p><b>Supporting Principle 3</b>  <b>Ensuring that the authority makes best use of resources and that tax payers and service users receive excellent value for money</b>                      Decide how value for money is to be measured and make sure that the authority or partnership has the information needed to review value for money and performance effectively.                      Measure the environmental impact of policies, plans and decisions.</p>	<p>Clear corporate instruction on how to measure VFM and a corporate requirement to monitor VFM.</p>	<ul style="list-style-type: none"> <li>◆ New configuration of service units agreed following review of Best Value Service Review process and timetable for 2007-2010 Best Value Service Review Programme agreed;</li> <li>◆ Best Value Service Review Guidance including requirement to:-                             <ul style="list-style-type: none"> <li>○ Challenge;</li> <li>○ Consult;</li> <li>○ Compare;</li> <li>○ Compete.</li> </ul> </li> <li>◆ Guidance on Business Reviews;</li> <li>◆ Annual EFQM Self Assessment Process;</li> <li>◆ EFQM Pathway Question Sets and scoring matrix for Self Assessments;</li> <li>◆ Corporate Procurement Strategy and e-Procurement arrangements in place;</li> <li>◆ Strategic Review of the Revenue Budget Exercise completed;</li> <li>◆ Value for Money Reports;</li> <li>◆ The Council's efficiency statement is reported annually in accordance with Scottish Government requirements.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Compare information about the economy, efficiency and effectiveness of service provided by similar organisations and analyses where levels are different.</p>	<ul style="list-style-type: none"> <li>◆ Best Value Audit process;</li> <li>◆ Best Value Service Reviews;</li> <li>◆ Individual Service Business Reviews;</li> <li>◆ Annual EFQM Assessments;</li> <li>◆ EFQM Pathway Question Sets and scoring matrix for Self Assessment;</li> <li>◆ Participation in Benchmarking Clubs;</li> <li>◆ Participation in Local Authority ABC Benchmarking Partnership;</li> <li>◆ Management Information Systems;</li> <li>◆ Comparison of performance with other Scottish Councils against Statutory Performance Indicators;</li> <li>◆ Stakeholder perception surveys;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Strategic Review of Revenue Budget;</li> <li>◆ National Shared Services Diagnostic Review.</li> </ul>
	<p>Corporate framework/guidance for assessing the environmental impact of policies, plans and decisions.</p>	<ul style="list-style-type: none"> <li>◆ Strategic Environmental Assessment used to assess the environmental impact of policies, plans and strategies, including:               <ul style="list-style-type: none"> <li>○ Local Transport Strategy;</li> <li>○ Local Plan;</li> <li>○ Cumnock Town Centre Strategy;</li> <li>○ Core Paths Plan;</li> <li>○ Open Space Strategy.</li> </ul> </li> <li>◆ Integrated Impact Assessment Tool adopted by all Community Planning partners.</li> </ul>
	<p>Costs compare well with others, allowing for external factors.</p>	<ul style="list-style-type: none"> <li>◆ Best Value Service Reviews;</li> <li>◆ Annual EFQM Assessments;</li> <li>◆ EFQM Pathway Question Sets and scoring matrix for Self Assessment;</li> <li>◆ Participation in Benchmarking Clubs;</li> <li>◆ Participation in Local Authority ABC Benchmarking Partnership;</li> <li>◆ Comparison of performance with other Scottish Councils against Statutory Performance Indicators;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Strategic Review of Revenue Budget;</li> <li>◆ The Council's efficiency statement is reported annually in accordance with</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Costs are commensurate with service delivery, performance and outcomes achieved.</p>	<p>Scottish Government requirements.</p> <ul style="list-style-type: none"> <li>◆ Best Value Service Reviews;</li> <li>◆ New Service Planning Arrangements;</li> <li>◆ Annual EFQM Assessments;</li> <li>◆ EFQM Pathway Question Sets and scoring matrix for Self Assessment;</li> <li>◆ Participation in Benchmarking Clubs;</li> <li>◆ Participation in Local Authority ABC Benchmarking Partnership;</li> <li>◆ Comparison of performance with other Scottish Councils against Statutory Performance Indicators;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Strategic Review of Revenue Budget.</li> </ul>
	<p>Authority has improved VFM and achieved efficiency gains.</p>	<ul style="list-style-type: none"> <li>◆ Outcomes of Best Value Service Reviews;</li> <li>◆ Annual budget efficiency targets set within annual financial planning framework have been achieved year on year;</li> <li>◆ The Council's annual efficiency statement provides details of efficiency gains achieved across the Council;</li> <li>◆ Outcome of the Strategic Review of Revenue Budget;</li> <li>◆ Outcomes of Business Reviews;</li> <li>◆ Significant cost savings achieved through the ongoing implementation of the Corporate Procurement Strategy and e-Procurement arrangements across the Council.</li> </ul>
	<p>Programme of VFM exercises undertaken.</p>	<ul style="list-style-type: none"> <li>◆ Best Value Service Reviews;</li> <li>◆ Strategic Review of Revenue Budget;</li> <li>◆ Internal Audit Value for Money Exercises;</li> <li>◆ A wide ranging programme of scrutiny and review, which includes value for money reviews, has been agreed for and is being undertaken by the Governance and Scrutiny Committee;</li> <li>◆ Individual Service Business Reviews;</li> <li>◆ Corporate Procurement Strategy and e-Procurement arrangements in place</li> <li>◆ Shared Services Diagnostics Project underway with a view to improving value for money.</li> </ul>

Local Code of Corporate Governance 2008/09

**CORE PRINCIPLE 2**  
**Members and Officers working together to achieve a common purpose with clearly defined functions and roles**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1 - Ensuring effective leadership throughout the authority and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function</b></p> <p>Set out a clear statement of the respective roles and responsibilities of the executive and of members generally and of senior officers.</p>	<p>Published job descriptions for the leader of the authority and the chief executive.</p> <p>Member/officer protocol.</p>	<ul style="list-style-type: none"> <li>◆ The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation; Standing Orders; Standing Orders relating to contracts; Contract Procurement Protocol, Financial Regulations; Local Government Access to Information Registers; Departmental Service Descriptions; Officer delegated responsibility and the role of Elected Member portfolio holders;</li> <li>◆ All Officer Job Descriptions are public documents.</li> </ul>
<p>Public document which sets out clearly the authority's approach to performing each of the functions of governance (the local code itself could be evidence).</p>	<ul style="list-style-type: none"> <li>◆ The Council has fully endorsed the Councilors' Code of Conduct introduced under the Ethical Standards in Public Life etc (Scotland) Act 2000 and has provided a copy of the Code to all Councilors together with appropriate training. The Council's commitment to the Code has been incorporated into the Council's Standing Orders. The Code of Conduct for Councilors includes a protocol for relations between Councilors and employees;</li> <li>◆ Operational protocols have been developed to deal with Multi Member ward issues and existing protocols are currently being reviewed to ensure that they remain fit for purpose, particularly in relation to multi-member ward issues.</li> <li>◆ Local Code of Corporate Governance reviewed and updated annually by the Governance and Scrutiny Committee;</li> <li>◆ Corporate Governance Improvement Action Plan updated and agreed annually;</li> <li>◆ Corporate Governance Statement of Assurance published in Annual Accounts and Public Performance Report;</li> <li>◆ Governance functions and responsibilities are clearly set out within the Scheme of Delegation;</li> <li>◆ Governance and Scrutiny Guidelines in place for the Governance and Scrutiny Committee.</li> </ul>	<ul style="list-style-type: none"> <li>◆ The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation; Standing Orders; Standing Orders relating to contracts; Contract Procurement Protocol, Financial Regulations; Local Government Access to Information Registers; Departmental Service Descriptions; Officer delegated responsibility and the role of Elected Member portfolio holders;</li> <li>◆ All Officer Job Descriptions are public documents.</li> <li>◆ The Council has fully endorsed the Councilors' Code of Conduct introduced under the Ethical Standards in Public Life etc (Scotland) Act 2000 and has provided a copy of the Code to all Councilors together with appropriate training. The Council's commitment to the Code has been incorporated into the Council's Standing Orders. The Code of Conduct for Councilors includes a protocol for relations between Councilors and employees;</li> <li>◆ Operational protocols have been developed to deal with Multi Member ward issues and existing protocols are currently being reviewed to ensure that they remain fit for purpose, particularly in relation to multi-member ward issues.</li> <li>◆ Local Code of Corporate Governance reviewed and updated annually by the Governance and Scrutiny Committee;</li> <li>◆ Corporate Governance Improvement Action Plan updated and agreed annually;</li> <li>◆ Corporate Governance Statement of Assurance published in Annual Accounts and Public Performance Report;</li> <li>◆ Governance functions and responsibilities are clearly set out within the Scheme of Delegation;</li> <li>◆ Governance and Scrutiny Guidelines in place for the Governance and Scrutiny Committee.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>A documented and approved process for holding officers to account for achieving agreed objectives and implementing strategy.</p>	<ul style="list-style-type: none"> <li>◆ Governance and Scrutiny Committee undertakes scrutiny and performance review role;</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Director;</li> <li>◆ Appraisal of Chief Officers.</li> </ul>
<p><b>Supporting Principle 2 - Ensuring that a constructive working relationship exists between authority members and officers and that the responsibilities of authority members and officers are carried out to a high standard</b></p>	<p>Determine a scheme of delegation which is, as a minimum, annually reviewed in the light of legal and organisation changes.</p>	<ul style="list-style-type: none"> <li>◆ The Council has a Scheme of Delegation which is reviewed regularly (5 times since March 2005).</li> </ul>
<p>Determine a scheme of delegation and reserve powers within the constitution, including a formal schedule of those matters specifically reserved for collective decision of the authority, taking account of relevant legislation, and ensure that it is monitored and updated when required.</p>	<p>Schemes of delegation for each service department which are kept under review.</p>	<ul style="list-style-type: none"> <li>◆ The Council's Scheme of Delegation which is reviewed regularly (5 times since March 2005) contains Departmental Service Descriptions and details officer delegated responsibility and the role of Elected Member portfolio holders.</li> </ul>
	<p>Scheme of delegation to community planning partnerships which is regularly reviewed.</p>	<ul style="list-style-type: none"> <li>◆ The East Ayrshire Community Planning Partnership is a separate body from the Council established under the provisions of the Local Government in Scotland Act 2003 and associated guidance. At present, no functions of the Council have been delegated to the Community Planning Partnership;</li> <li>◆ The Council's Scheme of Delegation provides authority for the Chief Executive to represent the Council on the Community Planning Partnership Board and to act on behalf of the Council at Board meetings to ensure that the Council's interests in community planning related activity are best served;</li> <li>◆ Operating Arrangements are in place for the Community Planning Partnership. These include Terms of Reference for Community Planning key decision making structures.</li> </ul>

Local Code of Corporate Governance 2008/09

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	Scheme of delegation to include details of matters reserved to the authority which is regularly reviewed.	<ul style="list-style-type: none"> <li>The Council has a Scheme of Delegation (reviewed regularly, 5 times since March 2005) which includes details of Decision making structures and arrangements and details matters reserved for consideration by Council.</li> </ul>
	Established terms of reference and reporting arrangements of all sub-committees of the authority.	<ul style="list-style-type: none"> <li>The Council has a Scheme of Delegation (reviewed regularly, 5 times since March 2005) which includes details of Decision making structures and arrangements and includes terms of reference for all of the Council's Decision making forums.</li> </ul>
	Standing orders and financial regulations which are regularly reviewed.	<p>The Council has in place:-</p> <ul style="list-style-type: none"> <li>Standing Order;</li> <li>Financial Regulations and Standing Orders in relation to Contracts. All of which are reviewed on a regular basis (last review August 2007).</li> </ul>
Make a chief executive or equivalent responsible and accountable to the authority for all aspects of operational management.	An up-to-date job description for the chief executive which sets out his/her operational responsibilities.	<ul style="list-style-type: none"> <li>The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation; Standing Orders; Standing Orders relating to contracts; Contract Procurement Protocol, Financial Regulations; Local Government Access to Information Registers; Departmental Service Descriptions; Officer delegated responsibility and the role of Elected Member portfolio holders;</li> <li>A Job Description is in place for the Chief Executive and all Job Descriptions are public documents.</li> <li>Appraisal arrangements for Chief Officers in place.</li> </ul>
	Established appraisal arrangements for the chief executive and all senior directors. A robust performance management system which enables all operations to be reported on in terms of meeting performance standard targets and levels of satisfaction.	<ul style="list-style-type: none"> <li>Chief Executive's Performance Review and Monitoring for Executive Directors.</li> </ul>
Develop protocols to ensure that the leader and chief executive (or equivalent) negotiates their respective roles early in the relationship and that a shared understanding of roles and	Job descriptions for the leader and the chief executive which make respective roles clear.	<ul style="list-style-type: none"> <li>The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation; Standing Orders; Standing Orders relating to contracts; Contract Procurement Protocol, Financial Regulations; Local Government Access to Information Registers; Departmental Service Descriptions; Officer delegated responsibility and the role of Elected Member portfolio holders;</li> <li>A Job Description is in place for the Chief Executive and all Job</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>objectives is maintained.</p> <p>Make a senior officer (the S95 officer) responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</p>	<p>Identified post within organisational structure and a current section 95 officer job description; membership of top management team.</p>	<p>Descriptions are public documents.</p> <ul style="list-style-type: none"> <li>◆ Executive Head of Finance and Asset Management made responsible (S95 Officer) for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control;</li> <li>◆ Section 95 Officer responsibilities are reflected in the Executive Head of Finance and Asset Management's Job Description;</li> <li>◆ The Executive Head of Finance and Asset Management is a full member of the Corporate Management Team.</li> </ul>
	<p>Appointment of a senior officer to the role of the section 95 officer.</p>	<ul style="list-style-type: none"> <li>◆ Executive Head of Finance and Asset Management made responsible (S95 Officer) for ensuring that appropriate advice is given on financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</li> </ul>
	<p>Authority's accounts are compiled in accordance with statutory and professional reporting standards.</p>	<ul style="list-style-type: none"> <li>◆ The Council's Annual Audited Statement of Accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (The SORP), and applying generally accepted accounting principles.</li> </ul>
	<p>Authority's accounts are supported by comprehensive papers.</p>	<ul style="list-style-type: none"> <li>◆ The Council's Annual Audited Statement of Accounts are supported by the publication of full working papers;</li> <li>◆ External Audit confirms that the level of supporting papers published to support the Annual Audited Statement of Accounts is of a high standard.</li> </ul>
	<p>The accounts and working papers are prepared and approved in accordance with relevant timetable.</p>	<ul style="list-style-type: none"> <li>◆ Annual Audited Statement of Accounts completed to a high standard within the statutory timescale.</li> </ul>
	<p>Nature of external audit opinion.</p>	<ul style="list-style-type: none"> <li>◆ Clean External Audit certificates on the Council's accounts for the last 7 years;</li> </ul>
	<p>Annual report of head of internal audit.</p>	<ul style="list-style-type: none"> <li>◆ External Audit confirms that the level of supporting papers published to support the Annual Audited Statement of Accounts is of a high standard.</li> <li>◆ The Council's Chief Auditor reports annually on the Audit of the Council's Internal Control Systems to the Governance and Scrutiny Committee.</li> </ul>
	<p>Clear job description for the treasurer to any joint boards, distinguishing responsibilities from those of finance officer of the service subject to the joint</p>	<ul style="list-style-type: none"> <li>◆ Not applicable.</li> </ul>

Local Code of Corporate Governance 2008/09

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<p>Make a senior officer (usually the monitoring officer) responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.</p>	<p>board arrangement. An up-to-date job description.  Appointment of a senior officer to the role of monitoring officer.  Schemes of delegation, standing orders and financial regulations which are consistent with statute.  Internal audit reports highlighting any breaches in standing orders or financial regulations.</p>	<ul style="list-style-type: none"> <li>◆ The Head of Legal, Procurement and Regulatory Services, and Solicitor to the Council, acts as Monitoring Officer. Responsibilities are reflected in the Job Description for this post.</li> <li>◆ The Head of Legal, Procurement and Regulatory Services, and Solicitor to the Council, acts as Monitoring Officer. Reference is made in the Scheme of Delegation to the appointment of Monitoring Officer.</li> <li>◆ The Council's Scheme of Delegation, Standing Orders and Financial Regulations are consistent with statute and are reviewed on a regular basis to ensure that this remains the case.</li> <li>◆ In addition to the Chief Executive and relevant Executive Directors, the Head of Legal, Procurement and Regulatory Services, as Monitoring Officer also receives a copy of any Internal Audit Reports highlighting any breaches in Standing Orders or Financial Regulations;</li> <li>◆ Any breaches are also highlighted to Elected Members by the Chief Auditor in the Annual Audit and Achievements Plan presented to the Governance and Scrutiny Committee.</li> </ul>
<p><b>Supporting Principle 3 - Ensuring relationships between the authority, its partners and the public are clear so that each knows what to expect of the other</b>  Develop protocols to ensure effective communication between members and officers in their respective roles.</p>	<p>Protocols for communications between officers and groups of and individual elected members.</p>	<ul style="list-style-type: none"> <li>◆ The Council has fully endorsed the Councilors' Code of Conduct introduced under the Ethical Standards in Public Life etc (Scotland) Act 2000 and has provided a copy of the Code to all Councilors together with appropriate training. The Council's commitment to the Code has been incorporated into the Council's Standing Orders. The Code of Conduct for Councilors includes a protocol for relations between Councilors and employees;</li> <li>◆ Operational protocols have been developed to deal with Multi Member ward issues and existing protocols are currently being reviewed to ensure that they remain fit for purpose, particularly in relation to multi-member ward issues.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that an established scheme for remuneration of members and officers and an effective structure for managing the process, including an effective remuneration panel (if applicable).</p>	<p>Protocols for communicating between officers and elected members on multi-member ward issues.</p> <p>A scheme for member remuneration and allowances and personnel policies and conditions of service for employees which ties in with the national scheme.</p>	<ul style="list-style-type: none"> <li>◆ Operational protocols have been developed to deal with Multi Member ward issues and existing protocols are currently being reviewed to ensure that they remain fit for purpose, particularly in relation to multi-member ward issues.</li> <li>◆ Member Remuneration Scheme in place;</li> <li>◆ Chief Officers pay set nationally by the Joint Negotiating Committee for Chief Officers;</li> <li>◆ Grading scheme for all employees agreed following implementation of a job evaluation scheme;</li> <li>◆ Conditions of service in place for all employees.</li> </ul>
<p>Ensure that effective mechanisms exist to monitor service delivery.</p>	<p>Structured pay scales reflecting competence for officers.</p> <p>The process for structure setting, approving, grading and addressing appeals.</p> <p>Appropriate key performance indicators have been established and approved for each service element and included in the service plan.</p> <p>Regular reports on progress on delivery of approved key performance indicators which are presented to management and members.</p>	<ul style="list-style-type: none"> <li>◆ Structured pay scales and grading scheme for all employees agreed following implementation of a job evaluation scheme.</li> <li>◆ Job evaluation appeals procedures and Appeals Panel;</li> <li>◆ Ongoing job evaluation arrangements and appeals mechanism, culminating in Elected Member consideration at the Appeals Panel.</li> <li>◆ Performance Indicators in place for each service;</li> <li>◆ Review of Performance Indicators across the Council currently underway. This outcome of this review will inform and be reflected in the new Service Planning arrangements.</li> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Local Performance information and management information is routinely monitored and considered by Departmental and Service Management Teams;</li> <li>◆ Statutory Performance Indicators are collected and reported annually to Council, Cabinet and the Governance and Scrutiny Committee;</li> <li>◆ Monitoring against National Priorities, for example, Education Service in relation to attainment and Social work in relation to Care Commission;</li> <li>◆ Performance Monitoring function undertaken by the Governance and Scrutiny Committee.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that the authority's vision, corporate plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated.</p>	<p>Reports include detailed performance results, both absolute and relative to peer authorities, a clear indication of below, on or above target results, highlighting areas where corrective action is necessary.</p> <p>Committee reports on below-par performance include SMART action plans to improve performance.</p> <p>Performance management systems are documented, regularly reviewed and updated to take account of changes in organisation structure and new performance measurement frameworks (including the Scottish Government's National Performance Framework).</p> <p>Performance measures and benchmarking are being used to describe and evaluate how the authority's asset base contributes to the achievement of corporate and service objectives, including improvement priorities.</p> <p>Protocols for consultation with third parties.</p> <p>Evidence of undertaking consultations.</p> <p>Evidence to support the quality of consultation; for example, breadth of promotion about the consultation diversity of participants/responees to the consultation.</p>	<ul style="list-style-type: none"> <li>◆ SPI Reporting includes comparison of performance results against all Scottish Authorities, including quartile analysis of performance ranking;</li> <li>◆ Service level benchmarking of performance is undertaken to allow a comparison of performance against family groupings of authorities;</li> <li>◆ Best Value Service Reviews, Individual Service Business Reviews and annual EFQM Assessments provide an analysis of service performance and provide for comparison of performance levels against comparator authorities;</li> <li>◆ Action arising from Chief Executive's Performance Review and Monitoring for Executive Directors is recorded.</li> <li>◆ Improvement Action Plans are SMART and are reported to Council, Cabinet and the Governance and Scrutiny Committee as appropriate.</li> <li>◆ Draft high level East Ayrshire Area Single Outcome Agreement reflecting the Scottish Government's National Performance Framework signed up to by all Community Planning Partners and in place by 31 March 2008;</li> <li>◆ Review of current performance management systems currently being carried out with a view to introducing a new electronic performance management framework across the Council to consolidate existing reporting arrangements.</li> <li>◆ Performance measures in place for the Council's asset management function.</li> </ul>
		<ul style="list-style-type: none"> <li>◆ The Council and its Community Planning Partners have signed up to the National Standards for Community Engagement;</li> <li>◆ Community Planning Partners have put in place an agreed Joint Framework for Consultation and Engagement;</li> <li>◆ Details of past, current and future consultation exercises are detailed on the Community Planning Website, providing an excellent resource and allowing access to relevant information from consultation exercises;</li> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Statutory procedures are followed, where these exist.</p>	<p>services which affect them, Structures in place include:-</p> <ul style="list-style-type: none"> <li>o Community Planning Partnership Board (Including Community Representatives);</li> <li>o Community Planning Joint Officers Group;</li> <li>o Thematic Action Plan Working Groups;</li> <li>o 4 Local Community Planning Forums;</li> <li>o Federations of Community Groups;</li> <li>o Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>o Children and Young Peoples Forum;</li> <li>o Community Planning Residents Panel and Focus Groups.</li> </ul> <p>◆ Terms for reference and responsibilities for these key structures have been agreed by Community Planning Partners and are outlined within the Community Planning Partnership Operating Arrangements;</p> <p>◆ Annual Consultation Plan;</p> <p>◆ Three yearly Community Planning Residents Survey;</p> <p>◆ Community consultations to inform the 4 Yearly review of Community Plan;</p> <p>◆ The Council's 'It's Better to Listen' comments and suggestions scheme;</p> <p>◆ Annual Consultation on the Budget including major consultation exercise at start of the 3 year spending review - 2007/08;</p> <p>◆ Customer/User Satisfaction Surveys and Questionnaires;</p> <p>◆ Other Stakeholder Consultations;</p> <p>◆ Council for Voluntary Organisations Partnership;</p> <p>◆ Community Safety Partnership;</p> <p>◆ Registered Social Landlords;</p> <p>◆ Registered Tenants Organisations;</p> <p>◆ Tenant Participation Steering Group;</p> <p>◆ Tenant Satisfaction Survey;</p> <p>◆ Annual Council House Tenant Conference;</p> <p>◆ East Ayrshire Residents' Syndicate Group;</p> <p>◆ Rent Consultations;</p> <p>◆ Housing Stock Options Appraisal Consultation;</p> <p>◆ Leisure Services consultation/focus group exercises (DCCP, EALRIS, A&amp;M, LD, OA, and CR);</p>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
When working in partnership, ensure that members are clear about their roles and responsibilities both individually and collectively in relation to the partnership and to the authority.	A document, which has been accepted by all partners, that establishes all roles and responsibilities relating to the activities of the partnership.	<ul style="list-style-type: none"> <li>◆ Children and Young People Forum;</li> <li>◆ Youth Forum/Pupil Forum in all schools;</li> <li>◆ Early Years Forum;</li> <li>◆ Out of School Care Network;</li> <li>◆ Children's Services Forum;</li> <li>◆ Children's Service Plan Annual Seminar;</li> <li>◆ School Board Steering Group meetings and steering Group/Stakeholder Surveys;</li> <li>◆ The Pupil Council Forum meets with the Executive Director and Chair of Education Committee;</li> <li>◆ The production of the Local Transport Strategy involved rigorous consultation with community organisations;</li> <li>◆ Kilmarnock Town Centre Regeneration consultation Strategy agreed;</li> <li>◆ Cumnock Town Centre Regeneration Information Office and Consultation meetings;</li> <li>◆ Dumfries Estate Core Team and Community Consultations;</li> <li>◆ Race Equality Scheme;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ Statutory consultation with Community Councils;</li> <li>◆ Networking arrangements with the Third Sector;</li> <li>◆ Best Value and Community Planning Audit Report praised the quality of Community Planning consultation and engagement arrangements.</li> </ul>
		<ul style="list-style-type: none"> <li>◆ East Ayrshire Community Planning Partnership Operating Arrangements in place and agreed by the Community Planning Partnership Board.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>When working in partnership:</p> <ul style="list-style-type: none"> <li>- ensure that there is clarity about the legal status of the partnership;</li> <li>- ensure that representatives of both organisations and make clear to all other partners the extent of their authority to bind their organisation to partner decisions.</li> </ul>	<p>For each partnership there is:</p> <ul style="list-style-type: none"> <li>• a clear statement of the partnership principles and objectives;</li> <li>• Clarity of each partner's role within the partnership;</li> <li>• Definition of roles of partnership board members;</li> <li>• Line management responsibilities for staff who support the partnership;</li> <li>• A statement of funding sources for joint projects and clear accountability for proper financial administration.</li> </ul> <p>A protocol for dispute resolution within the partnership.</p>	<ul style="list-style-type: none"> <li>◆ Partnership Assessment Framework (based on the Audit Commission Report 'Governing Partnerships') adopted by all Community Planning Partners. This provides practical advice on:-               <ul style="list-style-type: none"> <li>○ establishing new and reviewing the effectiveness of existing Partnerships;</li> <li>○ clarifying the role of partners involved in the partnership;</li> <li>○ ensuring robust governance and operating arrangements.</li> </ul> </li> <li>◆ The Framework also contains a check list which covers:-               <ul style="list-style-type: none"> <li>○ Rationale for the Partnership;</li> <li>○ Clarity of Roles;</li> <li>○ Leadership;</li> <li>○ Added Value;</li> <li>○ Governance and Scrutiny Arrangements;</li> <li>○ Performance Management Arrangements;</li> <li>○ Financial Management and Stewardship;</li> <li>○ Risk Management and Dispute Resolution;</li> <li>○ Termination Arrangements.</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

**CORE PRINCIPLE 3**

**Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1 - Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance</b></p> <p>Ensure that the authority's leadership sets a tone for the organisation by creating a climate of openness, support and respect.</p>	<p>Codes of conduct, standing orders, protocols, schedule of meetings, minutes of meetings, governance statement.</p>	<ul style="list-style-type: none"> <li>◆ Access is one of the council's 4 core values;</li> <li>◆ Minimal council business held in private;</li> <li>◆ Limited application of access to information exclusion grounds;</li> <li>◆ Decentralisation scheme;</li> <li>◆ 4 Local Community Planning Forums introduced to strengthen and increase community representation in local decision making;</li> <li>◆ Local Planning Committees – hearing procedure allows all parties to be heard;</li> <li>◆ Standing Orders and Scheme of Delegation in place;</li> <li>◆ Code of Conduct in place;</li> <li>◆ Annual meetings calendar agreed, published on the Councils web site and distributed to Community Councils and through the Council's Local Office and Library network;</li> <li>◆ Minutes and Committee Reports are posted on the internet;</li> <li>◆ Compliance with the requirements of the Freedom of Information Act;</li> <li>◆ Compliance with Data Protection Act;</li> <li>◆ Freedom of Information systems and procedures;</li> <li>◆ Corporate Record Retention Schedules;</li> <li>◆ Compliance with Environmental Information regulations;</li> <li>◆ Local Code of Corporate Governance reviewed and updated annually;</li> <li>◆ Local Code of Corporate Governance updated annually;</li> <li>◆ Corporate Governance Statement of Assurance published in Annual Accounts and Public Performance Report.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols.</p>	<p>Members/officers' code of conduct which acknowledge professional bodies' codes of conduct.</p> <p>Performance appraisal procedures.</p> <p>Complaints procedures.</p> <p>Anti-fraud and anti-corruption policies exist and have been reviewed and updated.</p> <p>Member/officer protocols.</p>	<ul style="list-style-type: none"> <li>◆ The Council has fully endorsed the Councillors' Code of Conduct introduced under the Ethical Standards in Public Life etc (Scotland) Act 2000 and has provided a copy of the Code to all Councillors together with appropriate training. The Council's commitment to the Code has been incorporated into the Council's Standing Orders. The Code of Conduct for Councillors includes a protocol for relations between Councillors and employees;</li> <li>◆ Operational protocols have been developed to deal with Multi Member ward issues and existing protocols are currently being reviewed to ensure that they remain fit for purpose, particularly in relation to multi-member ward issues;</li> <li>◆ Officers Code of Conduct in Place;</li> <li>◆ Appraisal arrangements for Chief Officers;</li> <li>◆ EAGER Reviews;</li> <li>◆ It's Better to Listen Complaints Policy and Procedures in place;</li> <li>◆ Anti Fraud and Corruption Policy in place and reviewed by Cabinet October 2007.</li> </ul>
<p>Put in place arrangements to ensure that members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice.</p>	<p>Induction of new members and staff on standards of behaviour expected of all.</p> <p>Reviewed and updated standing orders.</p> <p>Reviewed and updated codes of conduct.</p> <p>Reviewed and updated financial regulations.</p> <p>Register of interests (members and staff) is maintained, regularly reviewed and updated.</p> <p>Procedures for dealing with conflicts of interest.</p> <p>Examples of where inequality among service users</p>	<ul style="list-style-type: none"> <li>◆ Induction training for employees covers code of conduct and standards of behaviour;</li> <li>◆ New Member induction training and training packs covers code of conduct and standards of behaviour.</li> </ul> <p>The Council has in place:-</p> <ul style="list-style-type: none"> <li>◆ Standing Orders;</li> <li>◆ Financial Regulations and Standing Orders in relation to Contracts.</li> </ul> <p>All of which are reviewed on a regular basis (last review August 2007).</p> <ul style="list-style-type: none"> <li>◆ The Council has fully endorsed the Councillors' Code of Conduct introduced under the Ethical Standards in Public Life etc (Scotland) Act 2000 and has provided a copy of the Code to all Councillors together with appropriate training;</li> <li>◆ Code of Conduct for employees in place;</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>has been reduced or eliminated.</p> <p>Up-to-date register of gifts and hospitality.</p>	<ul style="list-style-type: none"> <li>◆ The Head of Democratic Services holds a Register of Interests for Elected Members, which is updated as required to reflect changes in circumstances;</li> <li>◆ Employee Registers of Interests held by Executive Directors at Departmental level;</li> <li>◆ Procedures for dealing with employee conflicts of interests are detailed within the Code of Conduct for Employees;</li> <li>◆ Procedures for dealing with conflicts of interest are outlined in flow chart format with supporting guidance within the Elected Members Handbook. Training, support and advice on dealing with conflicts of interest has is also provided to Elected Members as required;</li> <li>◆ Integrated Impact Assessments - linked to Equalities Action Plans;</li> <li>◆ Employee Registers of Gifts and Hospitality are held by Executive Directors at Departmental level and reported to the Chief Executive on an annual basis for sign off;</li> <li>◆ Register of Gifts and Hospitality for Elected Members held and updated by the Head of Democratic Services as required and published on the Council's website.</li> </ul>
<p><b>Supporting Principle 2 - Ensuring that organisational values are put into practice and are effective</b></p> <p>Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations, and communicate these with members, staff, the community and partners.</p>	<p>Codes of conduct.</p> <p>Evidence of communicating shared values with members, staff, community and partners.</p> <p>Evidence of documented shared values.</p>	<ul style="list-style-type: none"> <li>◆ East Ayrshire Community Planning Partnership Operating Arrangements in place;</li> <li>◆ Community Planning Vision and Guiding Principles outlined within Overarching Community Plan;</li> <li>◆ Community Planning Awareness raising Sessions;</li> <li>◆ Dedicated Community Planning Website;</li> <li>◆ Community Planning Training and Workbook used by all Partners;</li> <li>◆ Community Planning: Topic Specific 'Quick Word about' brochures;</li> <li>◆ Training and Induction covers Community Planning vision and guiding principles.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards, and monitor their continuing effectiveness in practice.</p>	<p>Codes of Conduct</p>	<ul style="list-style-type: none"> <li>◆ Employee Code of Practice in Place;</li> <li>◆ Members' Code of Conduct in Place;</li> <li>◆ The Head of Legal Procurement and Regulatory Services/Solicitor to the Council in his capacity as Monitoring Officer, together with the Head of Democratic Services and their deputies, including Solicitors and Administrative Officers provide an advisory role on Code of Conduct to Elected Members and attend all Council meetings. Training is also provided to Elected Members on Code of Conduct Issues.</li> </ul>
<p>Develop and maintain an effective standards committee.</p>	<p>Terms of reference. Regular reporting to the full council.</p>	<ul style="list-style-type: none"> <li>◆ The Governance and Scrutiny Committee is responsible for the provision of advice to Elected Members in respect of Standards of Conduct and compliance with the Councillors' Code of Conduct introduced under the Ethical Standards and Public Life Etc (Scotland) Act 2000, and for the development and adoption of formal codes of conduct for Members and Officers. The remit does not extend to the investigation of complaints and this is a position consciously adopted by the Council;</li> <li>◆ Responsibility for receiving and investigating complaints lies with the Monitoring Officer;</li> <li>◆ Minutes of the Governance and Scrutiny Committee are reported to and approved by Full Council.</li> </ul>
	<p>Public opinion sought on the behaviour of members and officers.</p>	<ul style="list-style-type: none"> <li>◆ It's Better to Listen Complaints Policy and Procedures in place;</li> <li>◆ Public Nominations invited for annual Employee Excellence Awards.</li> </ul>
	<p>Examples of responding to complaints about behaviour.</p>	<ul style="list-style-type: none"> <li>◆ There have been a number of instances where the Monitoring Officer has investigated such complaints with final reports on the outcome of investigations provided to the relevant political groups and the Chief Executive.</li> </ul>
	<p>Where behaviour has been referred to the Standards Commission, evidence of responding to the Commission's investigation.</p>	<ul style="list-style-type: none"> <li>◆ There have been two referrals to the Standards Commission since the 2000 Act took effect, one of which was not taken forward and the other of which is currently pending.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Use the organisation's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the authority.</p>	<p>Decision-making practices. Evidence that shared values have guided the decision making.</p>	<ul style="list-style-type: none"> <li>◆ East Ayrshire Community Planning Partnership Operating Arrangements in place;</li> <li>◆ Community Planning Vision and Guiding Principles outlined within Overarching Community Plan;</li> <li>◆ 130 Shared Services initiatives in place;</li> <li>◆ Shared Premises and Co-location at the heart of decision making;</li> <li>◆ Rationalisation of plans and strategies to ensure that the role of the Community Plan is maximised;</li> <li>◆ Joint consultation and engagement arrangements;</li> <li>◆ Joint training;</li> <li>◆ Joint information and research;</li> <li>◆ Joint monitoring and evaluation.</li> </ul>
<p>In pursuing the vision of a partnership, agree a set of values against which decision making and actions can be judged. Such values must be demonstrated by partners' behaviour both individually and collectively.</p>	<p>Protocols for partnership working. Evidence of agreed values.</p>	<ul style="list-style-type: none"> <li>◆ Community Planning Vision and Guiding Principles outlined within Overarching Community Plan;</li> <li>◆ Partnership Assessment Framework (based on the Audit Commission Report 'Governing Partnerships') adopted by all Community Planning Partners. This provides practical advice on:-                         <ul style="list-style-type: none"> <li>○ establishing new and reviewing the effectiveness of existing Partnerships;</li> <li>○ clarifying the role of partners involved in the partnership;</li> <li>○ ensuring robust governance and operating arrangements.</li> </ul> </li> <li>◆ 130 Shared Services initiatives in place;</li> <li>◆ Shared Premises and Co-location at the heart of decision making;</li> <li>◆ Rationalisation of plans and strategies to ensure that the role of the Community Plan is maximised;</li> <li>◆ Joint consultation and engagement arrangements;</li> <li>◆ Joint training;</li> <li>◆ Joint information and research;</li> <li>◆ Joint monitoring and evaluation.</li> </ul>

Local Code of Corporate Governance 2008/09

**CORE PRINCIPLE 4**

**Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1 - Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny</b></p> <p>Develop and maintain an effective scrutiny function which encourages constructive challenge and enhances the authority's performance overall and that of any organisation for which it is responsible.</p>	<p>The role of scrutiny has been established through a scheme of delegation and committee structures.</p> <p>Scrutiny work-plans are systematically driven by the authority's priorities.</p> <p>Scrutiny is supported by documented evidence, option appraisal and data analysis.</p> <p>Record of meetings of groups established to scrutinise reports, data and findings.</p> <p>Evidence of improvements to proposals as a result of scrutiny.</p>	<p>◆ Revised decision making structure implemented incorporating a dedicated Governance and Scrutiny Committee. The Governance and Scrutiny Committee is fully Compliant with Audit Committee Principles and has overall responsibility for scrutiny and review including:-</p> <ul style="list-style-type: none"> <li>○ Holding the Executive/Cabinet to account by dealing with decisions that have been called in;</li> <li>○ Performance Review and Best Value, resources, audit, risk management and corporate governance matters;</li> <li>○ Promoting and maintaining high standards of conduct amongst Members;</li> <li>○ Making recommendations to the Executive/Cabinet and/or Council;</li> <li>○ Setting and monitoring annual scrutiny work programmes;</li> <li>○ Selection of inquiry topics and approval of project outlines and plans.</li> </ul> <p>◆ A wide ranging programme of scrutiny and review has been agreed for and is being undertaken by the Governance and Scrutiny Committee.</p> <p>◆ A wide ranging programme of scrutiny and review has been agreed for and is being undertaken by the Governance and Scrutiny Committee.</p> <p>◆ Governance and Scrutiny Committee Reports and Minutes; Cabinet Call-in Decisions.</p> <p>◆ Governance and Scrutiny Committee Minutes.</p> <p>◆ Governance and Scrutiny Committee Reports and Minutes including minuted decisions of Cabinet decisions called in.</p>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
Develop and maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are based.	<p>Agenda's and minutes of scrutiny meetings.</p> <p>Follow-up requests in response to scrutiny undertaken by members.</p> <p>Decision-making protocols.</p> <p>Record of decisions and supporting material as well as use of casting vote.</p> <p>Formal statement which specifies the types of decisions that are delegated to officers and those that are reserved for members.</p> <p>Record of professional advice used in reaching decisions.</p> <p>Committee reports requiring a decision include an assessment of risks associated with the decision.</p> <p>Impact assessment and consequences of decisions should be reported back to members.</p> <p>Ratification of any urgent decisions taken by the leaders in accordance with standing orders.</p> <p>Evidence of the use of option appraisals in reaching decisions.</p>	<ul style="list-style-type: none"> <li>◆ Governance and Scrutiny Committee Agendas and Minutes.</li> <li>◆ Evidenced by follow up reports to the Governance and Scrutiny Committee.</li> <li>◆ New Cabinet decision making structure and Governance and Scrutiny Committee with call in procedures established in May 2007;</li> <li>◆ The Scheme of Delegation and Administration together with Standing Orders provide details of decision making protocols, voting arrangements and delegated authority to Officers.</li> <li>◆ Details of professional advice used in reaching decisions are contained within the officer recommendations of Committee reports.</li> <li>◆ Risk is a standard heading included in Committee reporting format guidance.</li> <li>◆ Impact assessment and potential consequences of decisions are outlined within the body of Committee reports presented to Elected Members. Follow up reports are considered as required;</li> <li>◆ New integrated impact assessment in place.</li> <li>◆ Legislation does not provide for individual Elected Members taking decisions. The Council's Scheme of Delegation includes provision for the Chief Executive to take decisions in emergency situations and details arrangements for updating Cabinet and for notifying the appropriate Elected Member Spokesperson and the Leader of the Council on decisions taken.</li> <li>◆ Where appropriate, to inform decision making, option appraisals are provided within the body of Committee reports presented to Elected Members.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Put in place arrangements to safeguard members and employees against conflicts of interest and put in place appropriate processes to ensure that they continue to operate in practice.</p>	<p>Members' and officers' codes of conduct which refer to requirement to declare interests.</p> <p>Contract standing orders.</p> <p>Minutes showing that declarations of interest were sought and the declarations made.</p> <p>Robust guidance on what constitutes a conflict of interest.</p> <p>Up-to-date register of gifts and hospitality received.</p>	<ul style="list-style-type: none"> <li>◆ Elected Member and Employee Codes of Practice in place, both of which include requirement to declare interests;</li> <li>◆ Financial Regulations and Standing Orders in relation to Contracts in place;</li> <li>◆ Procurement Strategy and Contract Management Bulletins and Procedure Notes updated and published on dedicated procurement web pages for Council-wide use;</li> <li>◆ Guidance for Elected Members and Employees on conflict of interest is provided within their respective Codes of Conduct;</li> <li>◆ Employee Registers of Gifts and Hospitality are held by Executive Directors at Departmental level and reported to the Chief Executive on an annual basis for sign off;</li> <li>◆ Register of Gifts and Hospitality for Elected Members held and updated by the Head of Democratic Services as required and published on the Council's website.</li> </ul>
<p>Develop and maintain an effective audit committee (or equivalent) which is independent of the executive and scrutiny functions or make other appropriate arrangements for the discharge of the functions of such a committee.</p>	<p>Examples of exclusion of people with personal interest in a decision from influencing or taking part in that decision.</p> <p>Terms of reference.</p> <p>Membership.</p> <p>Training for committee members.</p>	<ul style="list-style-type: none"> <li>◆ Numerous examples of declarations of interest by Elected Members recorded in minutes of appropriate decision making bodies.</li> <li>◆ Revised decision making structure implemented incorporating a dedicated Governance and Scrutiny Committee. The Governance and Scrutiny Committee is fully Compliant with Audit Committee Principles and has overall responsibility for scrutiny and review including:-             <ul style="list-style-type: none"> <li>○ Holding the Executive/Cabinet to account by dealing with decisions that have been called in;</li> <li>○ Performance Review and Best Value, resources, audit, risk management and corporate governance matters;</li> <li>○ Promoting and maintaining high standards of conduct amongst Members;</li> <li>○ Making recommendations to the Executive/Cabinet and/or Council;</li> <li>○ Setting and monitoring annual scrutiny work programmes;</li> <li>○ Selection of inquiry topics and approval of project outlines and plans.</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that effective, transparent and accessible arrangements are in place for dealing with complaints.</p>	<p>Complaints procedure.</p>	<p>Terms of Reference for and Membership of the Governance and Scrutiny Committee are detailed within the Scheme of Delegation;</p> <ul style="list-style-type: none"> <li>◆ A comprehensive programme of training has been agreed for Members of the Governance and Scrutiny Committee. This includes:-                             <ul style="list-style-type: none"> <li>○ Audit Committee Function;</li> <li>○ Governance and Scrutiny Function;</li> <li>○ Internal and External Audit Function;</li> <li>○ Local Government Finance Function;</li> <li>○ Best Value and Performance Review Function;</li> <li>○ Risk Management Function.</li> </ul> </li> </ul> <p>This training is extended to all Elected Members and is currently being delivered as part of a rolling programme of Elected Member Training.</p> <ul style="list-style-type: none"> <li>◆ It's Better to Listen Complaints Policy and Procedures in place.</li> </ul>
<p><b>Supporting Principle 2 - Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs</b></p> <p>Ensure that those making decisions whether for the authority or the partnership are provided with information that is fit for the purpose – relevant, timely and gives clear explanations of technical issues and their implications.</p>	<p>Discussions between members and officers on the general information needs of members to support decision making.</p>	<ul style="list-style-type: none"> <li>◆ Weekly meetings between the Chief Executive and the Leader and Depute Leader of the Council;</li> <li>◆ Regular Leadership meetings between Elected Member Portfolio holders and Executive Directors (Every Committee Cycle);</li> <li>◆ Regular one to one meetings between Elected Member Portfolio holders and Executive Directors;</li> <li>◆ Officer attendance and provision of advice at pre-agenda meetings;</li> <li>◆ Officer attendance and provision of advice at Council, Cabinet, Committee and other Quasi Judicial decision making forums.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that proper professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making and used appropriately.</p>	<p>Description of predetermined report formats for major decision making which includes option appraisals, risk analysis, financial implications and impact, local impact analysis and reference to the vision and purpose of the authority.</p> <p>Calendar dates for submitting, publishing and distributing timely reports.</p>	<ul style="list-style-type: none"> <li>◆ Standard Committee reporting format guidance in place.</li> <li>◆ Annual meetings calendar agreed, published on the Councils web site and distributed to Community Councils and through the Council's Local Office and Library network;</li> <li>◆ Meetings calendar includes details of lodging dates and agenda issuing dates.</li> </ul>
<p>Ensure that proper professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making and used appropriately.</p>	<p>Record of decision making and supporting materials.</p> <p>Meeting reports which show details of any advice given.</p>	<ul style="list-style-type: none"> <li>◆ Records of Agendas, Reports and Minutes containing decisions made are maintained for all Council, Cabinet, Committee and other Quasi Judicial decision making meetings.</li> <li>◆ Advice provided is detailed in reports presented to and minutes of Council, Cabinet, Committee and other Quasi Judicial decision making meetings.</li> </ul>
<p><b>Supporting Principle 3 - Ensuring that an effective risk management system is in place</b></p> <p>Ensure that risk management is embedded into the culture of the authority, with members and managers at all levels recognising that risk management is part of their jobs.</p>	<p>Risk management is embedded following corporate processes: -</p> <ul style="list-style-type: none"> <li>• Strategic planning;</li> <li>• Financial planning;</li> <li>• Service delivery;</li> <li>• Policy making and review;</li> <li>• Project management;</li> <li>• Performance management.</li> </ul> <p>There are written contract standing orders in place which have been formally approved, regularly reviewed and widely communicated to all staff.</p>	<ul style="list-style-type: none"> <li>◆ Risk analysis and management arrangements are included within the East Ayrshire Single Outcome Agreement;</li> <li>◆ The effectiveness of our Risk Management Strategy and Risk Management Practices and the extent to which our risk management arrangements are embedded in our processes is evidenced by the outcome of the Insurance Tender which secured an annual reduction in insurance costs in excess of £1m whilst retaining very low levels of self-insurance;</li> <li>◆ Corporate Financial Strategy includes an analysis of risks at both a corporate and departmental level;</li> <li>◆ Risk management and analysis is reflected in the new Service Planning Arrangements;</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<ul style="list-style-type: none"> <li>◆ Risk analysis is included in Standard Committee reporting format guidance;</li> <li>◆ PRINCE2 methodology, including its prescribed risk management approaches, adopted and used to facilitate Project Management across the Council;</li> <li>◆ Community Planning Risk Register in place and reviewed quarterly by the Community Planning Partnership Board;</li> <li>◆ Corporate Risk Management Strategy in place and reviewed to ensure compliance with best practice;</li> <li>◆ Corporate Risk Register in place;</li> <li>◆ Departmental Risk Registers in place and reviewed by Internal Audit;</li> <li>◆ Risk Management embedded in the Partnership Assessment Framework;</li> <li>◆ Risk Management Challenge Funding and bidding process;</li> <li>◆ New Risk Management Centre built to National Security Inspectorate Standards now operational;</li> <li>◆ International recognition of the Council's approach to risk management – Winner of European Risk Management Award.</li> </ul> <p>The Council has in place:-</p> <ul style="list-style-type: none"> <li>◆ Standing Orders;</li> <li>◆ Financial Regulations and Standing Orders in relation to Contracts;</li> </ul> <p>All of which are reviewed on a regular basis (last review August 2007).</p> <ul style="list-style-type: none"> <li>◆ Corporate Risk Management Strategy in place and reviewed annually to ensure compliance with best practice;</li> <li>◆ Corporate Risk Register in place;</li> <li>◆ Departmental Risk Registers in place and reviewed by Internal Audit;</li> <li>◆ Effective use of new electronic Risk Management System.</li> </ul>
	<p>Risk management strategy/policy and risk management process that has been adopted/approved by councillors and this is reviewed and updated at least annually.</p>	

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Authority maintains and reviews register of its corporate business risks linking them to strategic business objectives and assigning ownership for each risk.</p>	<ul style="list-style-type: none"> <li>◆ Corporate Risk Register in place;</li> <li>◆ Departmental Risk Registers in place and reviewed by Internal Audit;</li> <li>◆ Corporate Business Continuity Plan tested 26 Feb 2008;</li> <li>◆ Corporate Risk Advisory Group supported by Departmental Risk Management Groups established;</li> <li>◆ Effective use of new electronic Risk Management System;</li> <li>◆ Risk Management Challenge Funding and bidding process.</li> </ul>
	<p>Corporate register includes risks which arise from and within partnerships.</p>	<ul style="list-style-type: none"> <li>◆ Community Planning Risk Register in place and reviewed quarterly by the Community Planning Partnership Board;</li> <li>◆ Where appropriate risks arising from partnerships are included within the Corporate Risk Register;</li> <li>◆ Risk Management embedded in the Partnership Assessment Framework.</li> </ul>
	<p>Corporate risk register is supported by a series of department/service risk registers that identify and assign lower level of operational risks.</p> <p>Relevant training and guidance for all appropriate staff to enable them to take responsibility for managing risk within their own working environment.</p>	<ul style="list-style-type: none"> <li>◆ Departmental Risk Registers in place and reviewed by Internal Audit;</li> <li>◆ Finalised Business Continuity Plans agreed for each service location;</li> <li>◆ Business Continuity training provided for all Council services;</li> <li>◆ Risk Management Guide issued to assist Service Managers in managing risk;</li> <li>◆ Corporate Risk Advisory Group supported by Departmental Risk Management Groups established;</li> <li>◆ Risk Management Training for members of these Groups is provided on a regular basis.</li> </ul>
	<p>A member committee which has specific responsibility included in its terms of reference to consider corporate risk management.</p> <p>Regular risk management reporting to the responsible member committee, which takes appropriate action to ensure that corporate business risks are being actively managed including reporting to full council as appropriate.</p>	<ul style="list-style-type: none"> <li>◆ Governance and Scrutiny Committee has specific responsibility for Corporate Risk Management and receives regular reports on the Council's corporate business risks and risk management achievements;</li> <li>◆ Community Planning Risk Register in place and reviewed quarterly by the Community Planning Partnership Board;</li> <li>◆ Risk analysis is included in Standard Committee reporting format guidance;</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
	<p>Risk management awareness training for those members with specific responsibility for risk management and ultimately for all members.</p>	<ul style="list-style-type: none"> <li>◆ A comprehensive programme of training has been agreed for Members of the Governance and Scrutiny Committee. This includes training on the Risk Management Function. This training is extended to all Elected Members and is currently being delivered as part of a rolling programme of Elected Member Training;</li> <li>◆ A Risk Management Guide Updated October 2007 is in place and accessible to all employees on the Council's Intranet site. This provides practical advice to employees on Risk Management across the spectrum of risks faced by a Local Authority.</li> </ul>
	<p>Reports to support strategic policy decisions and project initiation documents include a risk assessment and the identification of mitigating action.</p>	<ul style="list-style-type: none"> <li>◆ Risk analysis is included in Standard Committee reporting format guidance;</li> <li>◆ PRINCE2 methodology, including its prescribed risk management approaches, adopted and used to facilitate Project Management across the Council;</li> <li>◆ Arrangements are in place to ensure that risks arising from the wordings of procurement contracts/contracts generally/Leases etc are examined to ensure that the Council's interests are protected.</li> </ul>
	<p>Management team regularly reviews significant risks that could prevent the authority achieving its key business objectives.</p>	<ul style="list-style-type: none"> <li>◆ Risk register status is reported to and reviewed by the Corporate Management Team and Departmental Management Teams on a quarterly basis.</li> </ul>
	<p>Assurances sought that action is being taken on risk-related issues identified by auditors and inspectors.</p>	<ul style="list-style-type: none"> <li>◆ Departmental Risk Registers in place and reviewed by Internal Audit;</li> <li>◆ Follow up risk management actions arising from external inspections are monitored through the Chief Executive's Performance Review process.</li> </ul>
	<p>Consideration by the organisation of positive risks (opportunities) as well as negative risks (threats).</p>	<ul style="list-style-type: none"> <li>◆ The importance of Risk Management being seen as a positive concept/practice is reflected within both the Risk Management Strategy and the Risk Register System User's Guide;</li> <li>◆ Positive risks and opportunities are also covered in the training provided to each Risk Management Group.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that effective arrangements for whistle-blowing are in place to which officers, staff and all those contracting with or appointed by the authority have access.</p>	<p>Authority has conducted an annual review of the effectiveness of the system of internal control and reported on this in the Statement on internal control (SIC).</p> <p>Sources of assurance to support the SIC have been identified and are reviewed by senior officers and members.</p> <p>There are action plans in place to address any significant internal control issues reported in the SIC.</p> <p>An appropriate member group has responsibility for review and approval of the SIC and considers it separately from the accounts.</p> <p>Whistle-blowing policy exists and has been reviewed and updated regularly.</p> <p>Formal committee approval of policy.</p> <p>Communication and dissemination of policy.</p> <p>Effectiveness of policy, eg. Reports on incidence of usage.</p> <p>Policy has been made available to members of the public, employees, partners and contractors.</p>	<ul style="list-style-type: none"> <li>◆ Assurance on Internal Financial Controls is provided in the Group Statement on the System of Internal Financial Controls as detailed in the Council's Annual Audited Statement of Accounts.</li> <li>◆ Executive Directors Assurance Statements are signed off on an annual basis by the Chief Auditor;</li> <li>◆ Chief Auditor reports on internal controls annually;</li> <li>◆ Elected Members approve Annual Audited Statement of Accounts and Corporate Governance arrangements.</li> <li>◆ No current internal control issues;</li> <li>◆ Action plans will be put in place as required to address any issues identified in the future.</li> <li>◆ The Chief Auditor's Annual report on the Audit of the Council's Internal Control Systems is considered by the Governance and Scrutiny Committee.</li> <li>◆ Whistle Blowing Policy and Procedures in place for all employees.</li> <li>◆ Whistle Blowing Policy and Procedures approved by Policy and Resources Committee on 25.01.00 and ratified by Council on 24.02.00.</li> <li>◆ Whistle Blowing Policy and Procedures issues as Personnel Circular and available to all employees through the Staff Intranet Site.</li> <li>◆ No major incidents have arisen from the Whistle Blowing Policy or grievances regarding the application of the Whistle Blowing Policy.</li> <li>◆ Whistle Blowing Policy and Procedures issues as Personnel Circular and available to all employees through the Staff Intranet Site;</li> <li>◆ Policy available on request by members of the public, partners and contractors.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 4 - Using their legal powers to the full benefit of the citizens and communities in their area.</b></p> <p>Actively recognise the limits of lawful activity placed on them by, for example, the ultra vires doctrine but also strive to utilise their powers to the full benefit of their communities.</p>	<p>Constitution. Monitoring office provisions. Statutory provision.</p>	<ul style="list-style-type: none"> <li>◆ The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation, Standing Orders, Standing Orders relating to contracts, Contract Procurement Protocols and Financial Regulations, all of which reflect legal and legislative requirements placed upon the Council;</li> <li>◆ The Head of Legal, Procurement and Regulatory Services, and Solicitor to the Council, acts as Monitoring Officer and ensures that the Council acts within legal and statutory requirements. This is achieved through:-             <ul style="list-style-type: none"> <li>○ the provision of frontline legal advice to client departments on a daily basis;</li> <li>○ the active participation of the Head of Legal, Procurement and Regulatory Services or his representative on the Corporate Management Team in a scrutiny capacity to ensure legal compliance;</li> <li>○ the active involvement of the legal service in the preparation and consideration of legal implications arising from all relevant Committee Reports;</li> <li>○ the attendance of the Head of Legal, Procurement and Regulatory Services or his representative at all Council, Cabinet, Committee and Quasi-judicial decision making bodies of the Council (including pre-agenda meetings) to provide sound legal advice, undertake a gate keeping role and ensure legal compliance.</li> </ul> </li> <li>◆ Innovative use of legislative powers where the opportunity arises is encouraged as appropriate. This is demonstrated for example by the use of bye laws to regulate paths being used to address community safety issues at Kirkstyle underpass.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on authorities by public law.</p>	<p>Training of members and officers on legal issues.</p> <p>Record of legal advice provided by officers.</p>	<ul style="list-style-type: none"> <li>◆ Training for members on legal issues is provided on an ad-hoc basis as required to meet identified needs. Examples of legal training undertaken recently includes:-                             <ul style="list-style-type: none"> <li>○ Planning Topics;</li> <li>○ Licensing Panel Issues;</li> <li>○ Licensing Board Issues;</li> <li>○ Code of Conduct Issues;</li> </ul> </li> <li>◆ Frontline legal advice and training to officers within client departments is provided on an ongoing basis.</li> <li>◆ Legal advice provided to clients is recorded in relevant case files in accordance with law society requirements;</li> <li>◆ Any legal advice expressed at the Corporate Management Team (CMT) is recorded in the minutes of the CMT;</li> <li>◆ Any legal advice provided within Council, Cabinet or Committee reports is recorded under the legal implications section of the relevant report;</li> <li>◆ A record of legal advice on significant issues expressed at Council, Cabinet or Committee meetings is provided within the relevant minutes.</li> </ul>
<p>Observe all specific legislative requirements placed upon them, as well as the requirements of general law, and in particular to integrate the key principles of good administrative law – rationality, legality and natural justice – into their procedures and decision-making process.</p>	<p>Monitoring officer provisions.</p> <p>Job description/specification.</p> <p>Statutory provisions.</p>	<ul style="list-style-type: none"> <li>◆ The Council's procedural documentation clearly details the decision making structure. This includes Scheme of Delegation, Standing Orders, Standing Orders relating to contracts, Contract Procurement Protocols and Financial Regulations, all of which reflect legal and legislative requirements placed upon the Council;</li> <li>◆ The Head of Legal, Procurement and Regulatory Services, and Solicitor to the Council, acts as Monitoring Officer and ensures that the Council acts within legal and statutory requirements. This is achieved through:-                             <ul style="list-style-type: none"> <li>○ the provision of frontline legal advice to client departments on a daily basis;</li> <li>○ the active participation of the Head of Legal, Procurement and Regulatory Services or his representative on the Corporate Management Team in a scrutiny capacity to ensure legal compliance;</li> <li>○ the active involvement of the legal service in the</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<p>preparation and consideration of legal implications arising from all relevant Committee Reports;</p> <ul style="list-style-type: none"> <li>o Regulatory Services or his representative at all Council, Cabinet, Committee and Quasi-judicial decision making bodies of the Council (including pre-agenda meetings) to provide sound legal advice, undertake a gate keeping role and ensure legal compliance.</li> <li>◆ Compliance is demonstrated by:-               <ul style="list-style-type: none"> <li>o only one formal complaint of maladministration being partially upheld by the Ombudsman since 1996;</li> <li>o only one judicial review in the last 4 years.</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

**CORE PRINCIPLE 5**

**Developing the capacity and capability of members and officers to be effective**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1 - Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</b></p> <p>Provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis.</p>	<p>Assessment of the skills of individual members and officers.</p> <p>Training and development plan for each member and officer.</p> <p>Induction programme which includes an introduction to the local environment and the sector, the authority's relationship with other bodies and the context for the authority's strategy.</p> <p>Access to update courses/information.</p>	<ul style="list-style-type: none"> <li>◆ Annual EAGER Reviews for employees;</li> <li>◆ Individual EAGER Personal Development Plans for employees;</li> <li>◆ Service led Staff Training Plans;</li> <li>◆ Review and Development Plans in place for all teaching staff;</li> <li>◆ Draft training needs analysis for Elected Members being developed on the basis of the Improvement Service Framework;</li> <li>◆ Corporate Induction Process in place (Corporate, Service and job related);</li> <li>◆ Comprehensive Induction programme in Place for New Elected Members;</li> <li>◆ Induction pack provided to all new Elected members;</li> <li>◆ An Elected Member Information Portal has been created on the Council's Intranet site to provide information directly to Elected Members;</li> <li>◆ In-house training programme for employees;</li> <li>◆ Professional and Vocational Training for employees (annual bidding process);</li> <li>◆ Institute of Leadership Management Programmes;</li> <li>◆ Accreditation to deliver Organisational Management Development Courses for middle managers;</li> <li>◆ A comprehensive programme of training has been agreed for Members of the Governance and Scrutiny Committee. This includes:-</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority.</p>	<p>Job description/personal specification. Training and development plan for each officer.</p>	<ul style="list-style-type: none"> <li>o Audit Committee Function</li> <li>o Governance and Scrutiny Function</li> <li>o Internal and External Audit Function</li> <li>o Local Government Finance Function</li> <li>o Best Value and Performance Review Function;</li> <li>o Risk Management Function.</li> <li>◆ This training is extended to all Elected Members and is currently being delivered as part of a rolling programme of Elected Member Training.</li> <li>◆ Job descriptions and Personal Specifications in place;</li> <li>◆ Chief Officer Appraisal Arrangements include for agreement of Personal Development Plans.</li> </ul>
<p><b>Supporting Principle 2 - Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group</b> Assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively.</p>	<p>Training and development plan.  Performance reviews of officers and members.</p>	<ul style="list-style-type: none"> <li>◆ Annual EAGER Reviews for employees;</li> <li>◆ Individual EAGER Personal Development Plans for employees;</li> <li>◆ Service led Staff Training Plans;</li> <li>◆ Review and Development Plans in place for all teaching staff;</li> <li>◆ Chief Officer Appraisal Arrangements include for agreement of Personal Development Plans.</li> <li>◆ Annual EAGER Reviews for employees include an assessment of performance review;</li> <li>◆ Review and Development arrangements in place for all teaching staff include an assessment of performance review;</li> <li>◆ Chief Officer Appraisal Arrangements include an assessment of performance review;</li> <li>◆ Collective activity of Cabinet Members performance is reviewed regularly by Council through question</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
Develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed.	<p>Training and development plan which reflects requirements of a modern councillor including:</p> <ul style="list-style-type: none"> <li>• Ability to scrutinise and challenge;</li> <li>• Ability to recognise when outside advice is required;</li> <li>• Advice on how to act as an ambassador for the community;</li> <li>• Leadership and influencing skills.</li> </ul>	<p>and answer sessions on cabinet activity and is subjected to regular scrutiny by the Governance and Scrutiny Committee through call in procedures;</p> <ul style="list-style-type: none"> <li>◆ The Leader's report (6 monthly) on the activities of the Cabinet is scrutinised by Council;</li> <li>◆ Collective activity of the Governance and Scrutiny Committee Members is reviewed by Council when considering the annual report on the activities of the Governance and Scrutiny Committee.</li> </ul>
Ensure that effective arrangements are in place for reviewing the performance of the executive as a whole and of individual members and agreeing an action plan which might, for example, aim to address any training or development needs.	<p>Performance management system.</p> <p>Staff development plans linked to staff appraisals.</p>	<ul style="list-style-type: none"> <li>◆ A comprehensive programme of training has been agreed for Members of the Governance and Scrutiny Committee. This includes:- <ul style="list-style-type: none"> <li>○ Audit Committee Function;</li> <li>○ Governance and Scrutiny Function;</li> <li>○ Internal and External Audit Function;</li> <li>○ Local Government Finance Function;</li> <li>○ Best Value and Performance Review Function;</li> <li>○ Risk Management Function.</li> </ul> </li> <li>◆ This training is extended to all Elected Members and is currently being delivered as part of a rolling programme of Elected Member Training;</li> <li>◆ Key Senior Councillors, including the Leader of the Council, the Leader of the Opposition and the Chair of the Governance and Scrutiny Committee are attending the Political Leadership Programme run by the Improvement Service.</li> </ul>
		<ul style="list-style-type: none"> <li>◆ Chief Executive's Performance Review and Monitoring for Executive Directors;</li> <li>◆ Local Performance information and management information is routinely monitored and considered by Departmental and Service Management Teams;</li> <li>◆ Statutory Performance Indicators are collected and reported annually to Council, Cabinet and the Governance and Scrutiny Committee;</li> <li>◆ Monitoring against National Priorities eg Education</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<p>Service in relation to attainment and Social work in relation to Care Commission;</p> <ul style="list-style-type: none"> <li>◆ Performance Monitoring function undertaken by the Governance and Scrutiny Committee;</li> <li>◆ Annual EAGER Reviews for employees;</li> <li>◆ Individual EAGER Personal Development Plans for employees;</li> <li>◆ Service led Staff Training Plans;</li> <li>◆ Review and Development Plans in place for all teaching staff;</li> <li>◆ Chief Officer Appraisal Arrangements include for agreement of Personal Development Plans.</li> </ul>
<p><b>Supporting Principle 3 - Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal.</b></p>		
<p>Ensure that effective arrangements are in place designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority.</p>	<p>Strategic partnership frameworks.</p> <p>Stakeholder forums terms of reference.</p> <p>Area forum roles and responsibilities.</p> <p>Resident panel structure.</p>	<ul style="list-style-type: none"> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public services which affect them, Structures in place include:-             <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board (Including Community Representatives);</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> <li>○ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>○ Children and Young Peoples Forum;</li> <li>○ Community Planning Residents Panel and Focus Groups.</li> </ul> </li> <li>◆ Annual Consultation Plan in place;</li> <li>◆ Three yearly Community Planning Residents Survey;</li> <li>◆ 4 Local Community Planning Forums – 2 day training</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that career structures are in place for members and officers to encourage participation and development.</p>	<p>Succession planning.</p>	<p>event 'Learning together, Working Together' attended by Elected Members, Community Representatives and Community Planning Partners undertaken to further develop community engagement;</p> <ul style="list-style-type: none"> <li>◆ All-Ayrshire Race Equality Partnership;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ Youth Forum/Pupil Forum in all schools;</li> <li>◆ Children's Services Forum;</li> <li>◆ Children and Young People Forum;</li> <li>◆ Statutory consultation with Community Councils;</li> <li>◆ Networking arrangements with the Third Sector.</li> </ul> <p>◆ Succession Planning included within overall Workforce Planning Arrangements agreed by Cabinet May 2008.</p>

Local Code of Corporate Governance 2008/09

**CORE PRINCIPLE 6**  
**Engaging with local people and other stakeholders to ensure robust public accountability**

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 1 - Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships.</b></p> <p>Make clear to themselves, all staff and the community to whom they are accountable and for what.</p>	<p>Community strategy.</p> <p>Results from internal/external consultation exercises have been analysed and published.</p>	<ul style="list-style-type: none"> <li>◆ Guide to Community Engagement published in hard copy and on website by Community Planning 2007, providing a practical resource to support the planning and delivery of community engagement activities within East Ayrshire;</li> <li>◆ Details of past, current and future consultation exercises are detailed on the Community Planning WebPages, allowing access to relevant information from consultation exercises;</li> <li>◆ The Joint Annual Community Engagement Plan, published on the Community Planning Website highlights the range of proposed consultation and engagement exercises which will be carried out by Community Planning Partners over the coming year.</li> </ul>
<p>Consider those institutional stakeholders to whom the authority is accountable and assess the effectiveness of the relationships and any changes required.</p>	<p>Establish a database of stakeholders with whom the authority should engage, and for what purpose, and a record of an assessment of the effectiveness of any changes.</p>	<ul style="list-style-type: none"> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public services which affect them, Structures in place include:-                             <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board (Including Community Representatives);</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> <li>○ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People); and</li> <li>○ Children and Young Peoples Forum;</li> <li>○ Community Planning Residents Panel (Comprising of a database of 1,000 people) and Focus Groups.</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<ul style="list-style-type: none"> <li>◆ Annual Consultation Plan in place;</li> <li>◆ Three yearly Community Planning Residents Survey;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ All-Ayrshire Race Equality Partnership;</li> <li>◆ Statutory consultation arrangements and Scheme for the establishment of Community Councils in place and supported on an administrative, financial and advisory capacity by the Head of Democratic Services;</li> <li>◆ Networking arrangements with the Third Sector;</li> <li>◆ Mapping exercise carried out as part of the further development of the Council's Public Performance Reporting Strategy asked services to identify stakeholders.</li> </ul>
Produce an annual report on the activity of the scrutiny function.	Authority publishes its accounts in accordance with statutory requirements.	<ul style="list-style-type: none"> <li>◆ Annual Audited Statement of Accounts completed and published to a high standard in accordance with statutory requirements and to meet statutory timescale;</li> <li>◆ Full financial statements prepared in accordance with the Accounting Code of Practice;</li> <li>◆ Summary of financial statements provided within the annual Public Performance Report distributed each November to every household in east Ayrshire.</li> </ul>
	Authority publishes a report for the public on the outcomes specified in the Single Outcome Agreement, which is accessible by the public.	<ul style="list-style-type: none"> <li>◆ Community Planning Partners will review and report on SOA performance on an annual basis. This will be linked to a formal review of the four-year thematic Action Plans at the mid-point of the current programme, scheduled for March 2009.</li> </ul>
<b>Supporting Principle 2 - Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning.</b> Ensure clear channels of communication are in place with all sections of the community and other stakeholders, and put in place monitoring arrangements and ensure that they operate effectively.	Communication Strategy.  Process for dealing with competing demands within the community.	<ul style="list-style-type: none"> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public services which affect them, Structures in place include:-               <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board (Including Community Representatives);</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> </ul> </li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<ul style="list-style-type: none"> <li>o Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>o Children and Young Peoples Forum;</li> <li>o Community Planning Residents Panel (Comprising of a database of 1,000 people) and Focus Groups.</li> <li>◆ Annual Consultation Plan in place;</li> <li>◆ Three yearly Community Planning Residents Survey;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ All-Ayrshire Race Equality Partnership;</li> <li>◆ Statutory consultation arrangements and Scheme for the establishment of Community Councils in place and supported on an administrative, financial and advisory capacity by the Head of Democratic Services;</li> <li>◆ Networking arrangements with the Third Sector;</li> <li>◆ CVO (Council of Voluntary Organisations) Partnership;</li> <li>◆ Public Performance Report delivered to every household along with Headlines in East Ayrshire, expanded and improved in 2006 and subsequently in 2007;</li> <li>◆ Public Performance Reporting strategy further developed and reported to Cabinet in December 2007. Includes high-level principles/commitment to Public Performance Reporting and plans for annual review which will be initiated in autumn 2008.</li> </ul>
<p>Hold meetings in public unless there are good reasons for confidentiality.</p>	<p>Evidence that there has been active promotion of the meetings to the public.</p> <p>Records of council meetings.</p>	<ul style="list-style-type: none"> <li>◆ Access is one of the council's 4 core values;</li> <li>◆ Council Commitment to hold all meetings in public, except where required by statute to consider issues in private;</li> <li>◆ Minimal council business held in private;</li> <li>◆ Limited application of access to information exclusion grounds;</li> <li>◆ Decentralisation scheme;</li> <li>◆ 4 Local Community Planning Forums introduced to strengthen and increase community representation in local decision making;</li> <li>◆ Local Planning Committees – hearing procedure allows all parties to be heard;</li> <li>◆ Annual meetings calendar agreed, published on the Councils website and distributed to Community Councils and through the Council's Local</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands.</p>	<p>Record of public consultations.</p>	<ul style="list-style-type: none"> <li>◆ Office and Library network to actively promote meetings to the public;</li> <li>◆ Agendas and Reports for all Council Meetings published in advance of meetings on the Council's website and available in hard copy on request from members of the public;</li> <li>◆ Minutes of all Council are published on the Council's Website;</li> <li>◆ Compliance with the requirements of the Freedom of Information Act;</li> <li>◆ Compliance with Data Protection Act;</li> <li>◆ Freedom of Information systems and procedures;</li> <li>◆ Corporate Record Retention Schedules;</li> <li>◆ Compliance with Environmental Information regulations.</li> </ul>
		<ul style="list-style-type: none"> <li>◆ Details of past, current and future consultation exercises are detailed on the Community Planning WebPages, allowing access to relevant information from consultation exercises;</li> <li>◆ Annual Consultation Plan in place;</li> <li>◆ 4 Local Community Planning Forums;</li> <li>◆ Federations of Community Groups;</li> <li>◆ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People);</li> <li>◆ Children and Young Peoples Forum;</li> <li>◆ Community Planning Residents Panel (Comprising of a database of 1,000 people) and Focus Groups.</li> <li>◆ Three yearly Community Planning Residents Survey;</li> <li>◆ Community consultations to inform the 4 Yearly review of Community Plan;</li> <li>◆ The Council's comments and suggestions scheme;</li> <li>◆ Annual Consultation on the Budget including major consultation exercise at start of the 3 year spending review - 2007/08;</li> <li>◆ Customer/User Satisfaction Surveys and Questionnaires;</li> <li>◆ Other Stakeholder Consultations;</li> <li>◆ Council for Voluntary Organisations Partnership;</li> <li>◆ Community Safety Partnership;</li> <li>◆ Registered Social Landlords;</li> <li>◆ Registered Tenants Organisations;</li> <li>◆ Tenant Participation Steering Group;</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
		<ul style="list-style-type: none"> <li>◆ Tenant Satisfaction Survey;</li> <li>◆ Annual Council House Tenant Conference;</li> <li>◆ East Ayrshire Residents' Syndicate Group;</li> <li>◆ Rent Consultations;</li> <li>◆ Housing Stock Options Appraisal Consultation;</li> <li>◆ Leisure Services consultation/focus group exercises (DCCP, EALRIS, A&amp;M, LD, OA, and CR);</li> <li>◆ Children and Young People Forum;</li> <li>◆ Youth Forum/Pupil Forum in all schools;</li> <li>◆ Early Years Forum;</li> <li>◆ Out of School Care Network;</li> <li>◆ Children's Services Forum;</li> <li>◆ Children's Service Plan Annual Seminar;</li> <li>◆ School Board Steering Group meetings and steering Group/Stakeholder Surveys;</li> <li>◆ The Pupil Council Forum meets with the Executive Director and Chair of Education Committee;</li> <li>◆ The production of the Local Transport Strategy involved rigorous consultation with community organisations;</li> <li>◆ Kilmarnock Town Centre Regeneration consultation Strategy agreed;</li> <li>◆ Cumnock Town Centre Regeneration Information Office and Consultation meetings;</li> <li>◆ Dumfries Estate Core Team and Community Consultations;</li> <li>◆ Race Equality Scheme;</li> <li>◆ East Ayrshire North and Cumnock and Doon Valley Access Panels;</li> <li>◆ Statutory consultation with Community Councils.</li> </ul>

Local Code of Corporate Governance 2008/09

<p>The Local Code should reflect the requirements for Local Authorities to:</p>	<p>Examples of Evidence</p>	<p>Demonstration of Local Compliance</p>
<p>Establish a clear policy on the types of issues they will meaningfully consult on or engage with the public and service users about including a feedback mechanism for those consultees to demonstrate what has changed as a result.</p>	<p>Partnership framework Communications strategy</p>	<ul style="list-style-type: none"> <li>◆ Community Planning structures have been agreed to ensure that people and communities are genuinely engaged in decisions about public services which affect them, Structures in place include:-                             <ul style="list-style-type: none"> <li>○ Community Planning Partnership Board (Including Community Representatives);</li> <li>○ Community Planning Joint Officers Group;</li> <li>○ Thematic Action Plan Working Groups;</li> <li>○ 4 Local Community Planning Forums;</li> <li>○ Federations of Community Groups;</li> <li>○ Equalities Forum, Supported by four Equalities Networks (Disability, Gender, Black and Ethnic Minority Communities and Older People); and</li> <li>○ Children and Young Peoples Forum;</li> <li>○ Community Planning Residents Panel (Comprising of a database of 1,000 people) and Focus Groups.</li> </ul> </li> <li>◆ Community Planning Core Partners' are committed to carrying out joint community consultation and engagement in the future, where possible, to ensure that people know what is happening and, more importantly, are enabled and supported to play an active part in achieving the shared vision for East Ayrshire;</li> <li>◆ National Standards for Community Engagement have been adopted by all Community Planning Partners;</li> <li>◆ Details of past, current and future consultation exercises are detailed on the Community Planning Website, providing an excellent resource allowing access to relevant information from consultation exercises, consequently rationalising the number of such exercises required and minimising 'consultation fatigue' among the residents of East Ayrshire;</li> <li>◆ The Joint Annual Community Engagement Plan highlights the range of proposed consultation and engagement exercises which will be carried out by Community Planning Partners over the coming year.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>On an annual basis, publish a performance plan giving information on the authority's vision, strategy, plans and financial statements as well as information about its outcomes, achievements and the satisfaction of service users in the previous period.</p>	<p>Annual report which provides details of both positive and negative performance in terms of outcomes specified in the Single Outcome Agreement.</p> <p>Timely production of the annual financial statements.</p> <p>Making the findings of inspectors and regulators available to the public as well as the results of any self-assessments undertaken by the authority itself, which identify the areas where the authority needs to improve.</p>	<ul style="list-style-type: none"> <li>◆ Annual Audited Statement of Accounts completed to a high standard within the statutory timescale;</li> <li>◆ East Ayrshire Public Performance Report incorporating a Financial Overview published;</li> <li>◆ Statutory Performance Indicators published;</li> <li>◆ Community Plan and annual Thematic Action Plan Progress Updates;</li> <li>◆ Community Planning Partners will review and report on SOA performance on an annual basis. This will be linked to a formal review of the four-year thematic Action Plans at the mid-point of the current programme, scheduled for March 2009;</li> <li>◆ Annual Public Performance Report outlines findings of significant inspection that have been reported on in previous year as well as outlining improvements from service reviews;</li> <li>◆ Annual Public Performance Report also gives information on where further information can be sought including detailing of inspectorate such as HMIE, SWIA etc;</li> <li>◆ Press releases make reference to inspection and audit reports.</li> </ul>
	<p>Public performance reporting which is accessible, user friendly and tailored to the needs of local communities.</p>	<ul style="list-style-type: none"> <li>◆ Public Performance Report issued annually;</li> <li>◆ New look, extended and improved Public Performance report introduced in 2006 and subsequently improved further in 2007;</li> <li>◆ Publication of statement of the Council's plans for Public Reporting for forthcoming year on the Council's website and sent to public upon request. This list details the extensive variety of corporate and service level Public Performance Reporting carried out annually;</li> <li>◆ Strategic Review of Public Performance Reporting (PPR), which included research into best practice, mapping exercise to establish current scope and objective of PPR, consultation with the Public on PPR, and the drafting of high level principles underpinning PPR;</li> <li>◆ Public Performance Reporting Strategy agreed by Cabinet 19 December 2007, including the results of above, recommendations for the initiation of an annual review of PPR and specified areas for improvement.</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p>Ensure that the authority as a whole is open and accessible to the community, service users and its staff and ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.</p>	<p>Constitution. Complying with the requirements of the Freedom of Information act.</p>	<ul style="list-style-type: none"> <li>◆ Access is one of the council's 4 core values;</li> <li>◆ Council Commitment to hold all meetings in public, except where required by statute to consider issues in private;</li> <li>◆ Minimal council business held in private;</li> <li>◆ Limited application of access to information exclusion grounds;</li> <li>◆ Decentralisation scheme;</li> <li>◆ 4 Local Community Planning Forums introduced to strengthen and increase community representation in local decision making;</li> <li>◆ Local Planning Committees – hearing procedure allows all parties to be heard;</li> <li>◆ Agendas, Reports and Minutes for all Council Meetings published on the Council's website;</li> <li>◆ Compliance with the requirements of the Freedom of Information Act;</li> <li>◆ Compliance with Data Protection Act;</li> <li>◆ Freedom of Information systems and procedures in place to ensure compliance with statutory timescales for provision of information;</li> <li>◆ Freedom of Information Publications Scheme in place and regularly reviewed;</li> <li>◆ Corporate Record Retention Schedules;</li> <li>◆ Compliance with Environmental Information regulations;</li> <li>◆ Standards and Quality Reports (EDESS);</li> <li>◆ Annual Public Performance Reports to all households. New look and extended Public Performance Report introduced in 2006 and improved further in 2007;</li> <li>◆ Headlines Magazine to all households (Council newsletter);</li> <li>◆ Annual Reporting of major Community Planning &amp; Partnership Initiatives and electronic access to plans and performance reports via dedicated Community Planning web site;</li> <li>◆ Bi-annual Community Councils Seminars;</li> <li>◆ Annual Consultation on the Budget;</li> <li>◆ Public Local Enquiries;</li> <li>◆ Tenant involvement in Housing Improvement agenda;</li> <li>◆ Children's Service Plan – Annual Seminar;</li> <li>◆ Parent's open events (annually).</li> </ul>

Local Code of Corporate Governance 2008/09

The Local Code should reflect the requirements for Local Authorities to:	Examples of Evidence	Demonstration of Local Compliance
<p><b>Supporting Principle 3 - Making best use of human resources by taking an active and planned approach to meet responsibility to staff.</b></p> <p>Develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision making.</p>	<p>Constitution</p>	<ul style="list-style-type: none"> <li>◆ Central Joint Consultative Committee;</li> <li>◆ Departmental Joint Consultative Committees;</li> <li>◆ Teachers' Joint Consultative Committee;</li> <li>◆ Employee Attitude Survey (2005), including benchmarked information with other Councils;</li> <li>◆ Four Topic related Focus Groups established in response to 2005 Staff Attitude Survey to report on:-               <ul style="list-style-type: none"> <li>○ Training and Development;</li> <li>○ Values and Vision;</li> <li>○ Communications;</li> <li>○ First Line Management; and Supervisory Training.</li> </ul> </li> <li>◆ Corporate Management Team, Departmental Management Teams and Service Team Meetings facilitate a two way process of communication and the involvement of employees in policy development and service planning;</li> <li>◆ Employees are involved in and invited to contribute to the Council's Annual Budget Consultation process.</li> </ul>



<b>Principle 2 - Members and Officers working together to achieve a common purpose with clearly defined functions and roles</b>		August 2008
Complete review of performance indicators across all service areas, to inform new service planning arrangements and ensure that services are well placed to embrace the new web based performance management software	All Executive Directors	
Roll out new electronic performance management framework across the Council, to consolidate existing reporting arrangements, meet reporting requirements of the Single Outcome Agreement, and provide a consistent and streamlined performance reporting system.	All Executive Directors	Commencing August 2008
Roll out Partnership Assessment Framework Across the Council and Community Planning Partners.	Depute Chief Executive/Executive Director of Corporate Support	Commencing June 2008
Review the content of the Annual Corporate Governance Statement of Assurance against the proposed reporting format suggested within the new CIPFA/SOLACE Delivering Good Governance in Local Government Framework.	Executive Head of Finance and Asset Management	March 2008
<b>Principle 3 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour</b>		
Develop Job Descriptions for the Leader of the Council and other Senior Elected Members and ensure that these are made available to the public under the Council's Freedom of Information Publications Scheme.	Head of Democratic Services	March 2009
Develop a toolbox talk to assist managers in communicating to their employees, their responsibilities under the Employee Code of Conduct with particular emphasis on Declaration of Interest requirements.	Head of Personnel	December 2009
<b>Principle 4 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk</b>		
Ensure that the new Integrated Impact Assessment arrangements are rolled out across the Council.	Depute Chief Executive/Executive Director of Corporate Support	Ongoing from June 2008
Undertake a review of the current Whistle Blowing Policy and Procedures	Head of Personnel	March 2009

and ensure that revised arrangements are made available to members of the public, employees, partners and contractors.			
Undertake a review of standard Committee Reporting Format Guidance to ensure that it remains fit for purpose.	Head of Democratic Services		December 2008
<b>Principle 5 - Developing the capacity and capability of members and officers to be effective</b>			
Ensure roll out across the Council of competency framework to support EAGER Review Process.	Head of Personnel		August 2009
Finalise arrangements for undertaking training needs analysis for Elected Members and develop individual development plans for each Elected Member.	Head of Democratic Services		September 2008
<b>Principle 6 - Engaging with local people and other stakeholders to ensure robust public accountability</b>			
Develop a single scheme to cover Gender, Race and Disability.	Head of Personnel		March 2009

21 June 2008