

SCRUTINY AND GOVERNANCE MANAGEMENT PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 23rd February 2010 at 10.00 a.m.

- Present: Councillors Ian Douglas (Chair), Stan Fisher, Hugh Hunter, Helen Moonie and Winifred Sloan.
- Apology: Councillor Elaine Little.
- Attending: V. Andrews, Head of Legal and Administration; C. Monaghan, Head of Policy, Performance and Communication; P. Linton, Performance and Change Management Manager; J. Bradley, Organisational Development Manager; A. MacLeod, Business and Performance Manager; and E. Wyllie, Committee Administrative Officer.

Opening Remarks.

The Chair welcomed Councillor Hunter to his first meeting of the Panel.

1. Minutes of previous meetings.

Decided: to note the Minutes of the previous meeting of 8th December 2009 and the Special meeting of 26th January 2010 (issued).

2. Delivering Good Governance in South Ayrshire Council.

There was submitted a report (issued) of 12th February 2010 by the Head of Policy, Performance and Communication

- (1) advising
 - (a) that Strand 4 of the Council's Improvement Agenda was focused on the roles of members and senior officers and on ensuring that the Council had exemplary standards of governance and accountability;
 - (b) that a key activity in supporting the delivery of Strand 4 was the adoption of the Delivering Good Governance in Local Government Framework which placed emphasis on the culture, skills, training and support required to deliver good governance and was designed to foster continuous improvement; and
 - (c) that the Improvement Agenda provided for the framework to be implemented in April 2010 and for its impact to be reviewed annually from June 2011;
- (2) outlining that the Framework was based on six principles;
- (3) reminding the Panel that it had previously agreed its objectives in adopting a framework for South Ayrshire; and
- (4) seeking approval of the proposed governance framework and associated management arrangements as set out within this report.

Various points were made by Members of the Panel in relation to the format of the Delivering Good Governance framework and the significance of the Elected Members' survey data and the Head of Policy, Performance and Communication and the Performance and Change Management Manager responded accordingly. The Head of Policy, Performance and Communication suggested that a summary document could be provided to clearly identify actions that had still to be completed towards the delivery of Good Governance. She also updated Members on the second part of the framework being delivered at a forthcoming lunch and learn session in relation to the Scrutiny elements.

Decided: to agree

- (i) the approach being advocated for a 'Delivering Good Governance in South Ayrshire Council Framework' as outlined in paragraphs 4.1 to 4.3 of the report;
- (ii) the assessment of 'what we have in place', 'what needs to improve' and the associated timescales for addressing these areas as outlined in Appendix 1 of the report; and
- (iii) the means of reviewing and reporting compliance as set out in paragraphs 4.4 to 4.7 of the report.

3. **Elected Member Development.**

There was submitted a report (issued) of 17th February 2010 by the Head of HR and Organisational Development

- (1) advising that, following the introduction of agreed role profiles and a system for personal development planning for Elected Members in January 2008, a commitment had been given to provide regular monitoring and progress reports on local and national development activities for Members; and
- (2) outlining the progress being made with Elected Member development and providing an overview of training needs identified for 2009/10 and as detailed in the Appendices of the report as follows:-
 - Personal Development Plans;
 - Developing Leadership Capacity Programme;
 - National CPD Programme;
 - Improvement Service – Master Class Programmes; and
 - Lunch and Learn / Breakfast Briefings.

Various points were made by Members of the Panel in relation to:- Member participation at the various training sessions; the responsibility of the Member to undertake appropriate training; whether a record of attendance was completed for each training session; the Councillors' Code of Conduct; the possible publication of training records; and the use of self learning methods and the Head of Legal and Administration commented on the Councillors' Code of Conduct and the Organisational Development Manager responded accordingly and highlighted a variety of methods for undertaking training and development as discussed with Members as part of their respective Personal Development Plans.

Decided: to note the progress being made with Elected Members' development.

4. **Work Programme for 2009/10.**

The Head of Legal and Administration gave an update on the Work Programme for 2009/2010, as approved at the meeting of this Panel on 8th December 2009 (Page 677, paragraph 2) and commented that, at this point in time, the Programme was on track.

She further suggested that the next meeting of the Panel could consider:-

- (1) the arrangements for Members attending Standing Scrutiny Panels as observers; and
- (2) a review of the annual statistics on the number/outcome of Call-ins.

A discussion took place in relation to:- observing arrangements; the Call-in process and whether all Panels should have a Call-in arrangement and the Head of Legal and Administration advised that she would discuss the latter issue with the Depute Chief Executive and Executive Director – Development and Environment and report her findings to a future meeting of the Panel.

Decided: to note the current position with the Panel's Work Programme for 2009/10 and the work schedule for the next meeting of this Panel as outlined above.

The meeting ended at 10.50 a.m.