

CORPORATE GOVERNANCE PANEL

MINUTES 28th September 2015

Executive Boardroom 3.30 p.m.

Attendees: Nicole Scammell, Colin Jones, Lynton Jones, Cllr Forehead, Richard Harris.

1. **APOLOGIES**

Apologies were received from Gail Williams.

2. **MINUTES**

The minutes of the meeting held on the 22.5.2015 were agreed.

3. **FOI & CCTV POSITION UPDATE**

Joanne Jones attended to update the panel on the position with the work undertaken looking at our CCTV usage and the review of the information risk returns process. Handouts were provided on both topic areas and JJ talked through the key points on each. The panel acknowledged the progress made and in respect of progressing the development of an information risk appetite NS is to raise in CMT.

LJ provided a verbal update of the position in respect of the FOI actions. Although it is still early to assess the impact of some of the changes made to our processes the overall performance trend is improving, numbers of requests are still increasing but at a slower rate than previously and we are still looking for further improvements that could be made however resource may become an issue going forward due to temporary arrangements coming to an end.

4. **2014/15 ACTION PLAN**

The draft action plan was discussed and NS updated the group on the progress made to date. RH to update the action plan.

5. **REVIEW OF CODE, CONSULTATION DOCUMENT & INTERNATIONAL FRAMEWORK**

RH outlined the format and style of the new draft document and explained that a matching exercise had been undertaken which had confirmed the changing style and emphasis. It was agreed that we would revisit once the consultation has finished and the results are known. RH also stated that as the International Framework had been subsumed by the consultation document that no further work would be undertaken looking at compliance with the International Framework.

6. **CHECKLIST UPDATE**

The checklist for use in this years review was considered, no new areas were identified but some minor alterations to wording agreed, RH to update.

7. **AOB**

- 7.1 RH informed the group that the new director Christina Harray had been briefed on the AGS process and that the inclusion of schools within our process was discussed. Prior to the meeting with CH Keri Cole had been consulted and both are in agreement with the panel as to schools being brought into line with the corporate process.
- 7.2 It was agreed that Jackie Dix and Rob Hartshorn be invited to the next meeting RH to update on the progress made with BCP prior to a report going to the Audit Committee. JD to update and review last years progress and discuss any future direction.
- 7.3 RH presented a statistical summary of non compliance reports received via NS as s151 officer. After discussing it was agreed that the overall picture presented did not appear to be materially significant in terms of the AGS review process. RH to continue to monitor.
- 7.4 It was confirmed that the next scheduled meeting was on 19th November.