

# CORPORATE GOVERNANCE PANEL

## MINUTES 19th November 2015

### Executive Boardroom 3.00 p.m.

Attendees: Nicole Scammell, Colin Jones, Gail Williams, Joanne Jones, Cllr Forehead, Richard Harris.

#### 1. **APOLOGIES**

Apologies were received from Lynton Jones and Joanne Jones attended in his place.

#### 2. **MINUTES**

The minutes of the meeting held on the 28.09.2015 were agreed.

#### 3. **BUSINESS CONTINUITY PLANNING**

R Hartshorn attended to update the panel on the progress made in bringing this piece of work to a conclusion. A draft Business Continuity Management Plan was presented to the panel and RH talked through the purpose and structure of the draft document as well as highlighting some of the main areas within it. The format of the document follows that of the Major Incident Plan and sets out key questions and decisions that need to be considered when addressing the key areas. Using this document as a start, further discussions are required to finalise some of the specific content and once finalised and formally adopted it was acknowledged that awareness raising will be key to its future success.

#### 4. **PARTNERSHIPS & COLLABORATIONS**

Jackie Dix attended and talked through her latest update report. It was outlined that the current procedures have now been in place for two years and appears to be embedded with the ongoing quarterly review process keeping our data up to date. The selected sample audits undertaken at the end of last year did not identify any issues of concern however the use of the toolkit and the self assessment process is unclear and maybe something that could be looked at as part of any future review. It was agreed that the update report should go to the next Audit Committee as an information item.

#### 5. **OUTSTANDING ACTIONS PASSED FROM IGPB**

NS outlined the background to this issue which has now come to the Panel for monitoring through to completion. NS went through the two outstanding action points and outlined the latest position that had been provided by Lynne Donovan prior to the meeting. Updates on both action points will be going to members in the new year.

#### 6. **ACTION PLAN UPDATE**

It was agreed that the action plan update report for the forthcoming Audit Committee would be compiled by Cath Forbes-Thompson and include details of the implementation plan that has been agreed at CMT. The report would go as an agenda item.

#### 7. **AOB**

7.1 RH informed the group that the head of service checklists had been sent out on 16<sup>th</sup> November.

7.2 No more meetings have been arranged so RH to liaise with Sue Thomas to schedule another batch for 2016.