

CORPORATE GOVERNANCE PANEL

MINUTES 9th October 2017

Executive Boardroom 2.00 p.m.

Panel Members: Nicole Scammell, Cllr. B Jones, Gail Williams, Paul Lewis, Rob Hartshorn, Richard Harris.

1. APOLOGIES

No apologies were received.

2. MINUTES

The minutes of the meeting held on the 28.4.2017 were agreed as accurate. Arising from the minutes PL provided a brief update on item 5.1, progress with GDPR tasks, explaining that some service areas have a much bigger task than others and confirmed that a fuller update on progress would be provided to the next panel meeting. In respect of item 6 RH informed the panel that both the revised terms of reference and the draft code of corporate governance had been withdrawn from the Audit Committee agenda to allow time for the panel to complete its review of the deliverable measures in relation to the seven principles making up the code.

3. ACTION PLAN UPDATE

The initial draft of the action plan was discussed and some suggested improvements are to be followed up by RH with the individuals concerned. The action plan will form the basis of future panel agendas with updates from the officers reviewed against the planned actions.

4. CODE OF GOVERNANCE - COMPLIANCE WITH SEVEN PRINCIPLES

The working document produced by RH was reviewed in detail by the group and amendments agreed. RH tasked to update the revised draft prior to sending to the group for a final review. The finalised document will then be used to inform the finalisation of the local Code of Corporate Governance which can then be taken to Audit Committee for endorsement.

5. AUDIT COMMITTEE FORWARD WORK PROGRAMME

The current forward programme was reviewed and considered to be appropriate.

A draft report relating to the 'statutory role of data protection officer' was handed out for the panel's consideration as it was intended to go on the agenda for the October Audit Committee as a late addition. Following discussion it was agreed that the report would be better going to the January Committee to allow time for the report to be reformatted and amended. PL was tasked with progressing the amendments to the report and consulting on the amended report in the normal manner.

RH was tasked with chasing the Chief Internal Auditor of Monmouthshire CC to establish that the Internal Audit peer review will be completed by the report deadline in January.

6. A.O.B.

6.1 RH asked if the panel felt that Steve Harris should be considered for inclusion on the panel. Following discussion it was agreed that at this time it was not necessary but that he should deputise for NS when she is unable to attend.

Awareness raising activities are ongoing, including several 35 minute briefings to 250⁺ staff to date, and which will continue in run up to May, together with further awareness raising with advice from Communications Unit. Update of core policies is also required and the Panel advised that any policies that originally were approved by Members (e.g. Data Protection and Records Management Policies) should go to Cabinet, but any supporting procedures such as the data breach handling procedure, originally approved by Head of Service, can continue to be updated via Head of Service in consultation with key stakeholders. PL to schedule these policies on Forward Work Programme.

Training is progressing with 2054 people completing eLearning in last 12 months. New elearning with a GDPR focus will be launched in the run-up to GDPR implementation.

3.3 Progressing the leisure strategy

A succinct strategy document was produced in August 2017 which will be considered by CMT early in 2018. Formal consultation and approval will follow, scheduled to be considered at PDM on 21st March 2018.

3.4 Income management & service cost recovery plan- to be finalised and approved.

A draft Income Policy has been completed and is due to go to CMT. Will be finalised by the end of April 2018.

3.5 Review & revise principles for agreeing savings proposals.

New pledges and objectives have recently been agreed and are due to be formally rolled out within the next month.

3.6 Service asset management plans to be reviewed alongside savings proposals.

The Asset Management Group will ensure the Corporate Asset Management Strategy principles are part of individual service asset plans and will ensure all services have a SAAMP by the end of March 2018.

4. CODE OF GOVERNANCE - COMPLIANCE WITH SEVEN PRINCIPLES

RH updated on the work previously undertaken by the panel and reminded panel members that now finalised the updated local Code of Corporate Governance will be going to the Audit Committee for endorsement in the near future.

5. UPDATE ON THE 2017/18 PROCESS

RH confirmed that the HoS checklists for this years review were sent out in early January with a return deadline of 6th April. The expert group email will go out around the end of February with the same return date.

6. UPDATE ON PARTNERSHIP & COLLABORATION WORK

RHn briefed the panel on work currently underway to update and refresh the work previously undertaken by Jackie Dix. Following on from a piece of work recently undertaken for the Leader/Welsh Government the previous lists were in need of a re-appraisal in respect of definitions and usage/purpose going forward. RH has met with Kath Peters and work is ongoing to produce a more focussed and meaningful list.

7. AUDIT COMMITTEE FORWARD WORK PROGRAMME

The current forward programme was reviewed and considered to be appropriate. As identified in item 4 above an addition to a future meeting of the Audit Committee will be the Local Code of Corporate Governance

A.O.B.
None