

CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 18th July 2014
Room 4.2 9.30 a.m.

Attendees : Nicole Scammell, Colin Jones, Joanne Jones, Lynton Jones, Gail Williams, Richard Harris

1. Apologies were received from Cllr Forehead.
2. The minutes of the meeting held on 14th May 2014 were reviewed and agreed.
3. Jackie Dix attended to update the panel on the latest progress with the work on partnerships and collaborations. JD summarised the latest version of her papers and talked thru the key elements. JD highlighted those partnerships / collaborations which she felt were a priority for further checking and it was suggested that prior to the finalisation of the committee papers further consultation take place with the appropriate Heads of Service to establish the accuracy of their original submissions. It was also agreed that future sample checking could only take place once the protocol had been rolled out to the various parties so that they are made aware of what expectations are placed on them. The title of the document was also considered and it was accepted that the term protocol should be used instead of strategy. The approval process was discussed and it was agreed that JD would seek confirmation from the monitoring officer on the appropriate route to be followed. Once official approvals have been obtained it is anticipated that the protocol will then go to the December Audit Committee.
4. Joanne Jones talked through her updated papers that were issued prior to the meeting drawing the panel's attention to the salient issues. The FOI compliance rate for the first six months has gone from 72% to 78% but is still falling short of the required compliance rate. There is scope to visit some best performing authorities which we may take up in the future to compare processes but initially it was agreed that JJ would reassess what data is included and excluded in our performance data to make sure we are not just accounting for the more complex requests. The HoS approval process was also flagged as a potential improvement area and it was agreed that the email to HoS should be made clearer so that HoS were in no doubt that approval was required. JJ also identified CCTV as a potential problem area with varying approaches and uses and further work needs to be done which will be reported back to the panel.
5. Rob Hartshorn updated the panel on the Business Continuity progress and provided handouts showing the work undertaken to date. RH pointed out the varying approaches used to compile the Impact assessments and all areas were to complete their risk assessments by 30th June however only the Environment Directorate met the deadline with 105 risk assessments. These are currently being reviewed by emergency planning staff. Due to the volume of risk assessments capacity is an issue and had been identified previously however a reminder has been sent which should result in the risk assessments being completed by September. It was confirmed that an update was required for the September Audit Committee. The Impact assessments should be completed, the position with the risk assessments will be clearer and a better indication of the timeline slippage will be available. RH was asked to consult with Donna Jones to ascertain whether her work with schools has sufficiently developed to enable something to be included in the update to Audit Committee. Upon RH departing the meeting the panel members discussed further the content of the handout provided and felt that the level of detail was too low and would indeed cause capacity issues and that critical services needed to be prioritised. Richard Harris to email RH to seek assurance that this would be addressed.

6. An action plan was discussed and it was agreed that many of the actions are feeding into other processes which are being well monitored. Richard Harris to look to pull together an action plan to bring all the relevant elements together.
7. Lesson learned from previous years and the WAO review have all been introduced. We are still waiting for the All Wales review report. There was nothing identified by the panel during the meeting