

CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 15th November 2013
Room 4.3 at 9.30 a.m.

Attendees : , Nicole Scammell, Cllr Forehead, Dan Perkins, Lynton Jones, Gail Williams, Richard Harris

1. Apologies were received from Colin Jones.
2. The minutes of the meeting held on 20th September 2013 were reviewed and agreed.
3. RH updated the panel on some of the issues that were contained in the minutes but were not separately on the agenda for this meeting i.e. the agreed minutes for the meetings on 3rd May and the 5th June had now gone to the Audit Committee on 6th November, Sara Byrne from PwC has updated on the expected publication date of the All Wales AGS report as being December, it was confirmed that the Audit Committee risk workshop did take place.
4. RH presented the revised version of the Terms of Reference for the panel to consider, subject to one small typing error the document was agreed and will now go to the Audit Committee for consideration and approval.
5. LJ presented a summary of past progress in respect of the work of the information governance group which showed the progress made over the past two and a half years, the intention being that future updates will build on from this base position and therefore focus on the outstanding issues.
6. LJ outlined how the information governance group has been strengthened however the panel considered that some individuals may not be able to contribute fully due to being over committed. It was agreed that key individuals should have deputies to assist with workload issues and maintaining the impetus of the group. LJ to progress with Joanne.
7. A general discussion took place around potential action in cases where best practice is not followed which may or may not lead to a full disclosure to the ICO i.e. Use of disciplinary action, recharging of costs where extra resource is required to resolve an issue and the retention of surveillance data. It was agreed that LJ would consider further via the Information governance group.
8. Robert Hartshorn attended and updated the panel with the current position in respect of business continuity planning. The process has been piloted and is considered suitable for roll out across the organisation however as it is considered that emergency planning need to be involved to assist service managers through the process a phased roll out is required. The environment DMT has been briefed and service management teams are in the process of being briefed. The panel felt that this needed to be moved on further by considering/ identifying the high level key strategic issues at the same time as the Directorate roll out. Rob Hartshorn was asked to consider further and to provide an update report for the Audit Committee in December.
9. Jackie Dix attended to outline where she is with her work for the Improving Governance Group on identifying the Council's partnerships and collaborations. The panel considered that due to the comprehensiveness of the listing of partners and collaborations some scaling down may be required and JD confirmed that she was already having discussions with some Heads of

service to further refine the lists. It was agreed that JD would attend the next meeting towards the end of January to provide an update on progress and that DP would provide an update report to Audit Committee in December with a progress review for the March Committee.

10. RH updated the panel that he was still waiting to meet with education staff to progress governance work in relation to schools, a meeting was scheduled for the 18th Nov.
11. The revised checklists in respect of the 13/14 review were discussed and agreed. RH to send out with an accompanying email as normal and Heads of Service will be given a mid January deadline for the first draft in order to fit in with the end of January panel meeting.
12. RH updated that the planned meeting of the 'expert overview' group had not taken place and it was agreed that RH would cover it off with an email with the purpose of raising the profile of the review process and increasing the robustness of the challenge provided by the group members.