

CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 24th January 2014
Room 4.2 at 9.30 a.m.

Attendees : Colin Jones (Chair), Joanne Jones (for LJ), Gail Williams, Richard Harris

1. Apologies were received from Nicole Scammell, Cllr Forehead, Dan Perkins, Lynton Jones
2. The minutes of the meeting held on 15th November 2013 were reviewed and agreed.
3. Jackie Dix updated the panel on progress to date with her work looking at partnership and collaborative arrangements. The work so far has identified 25 formal partnerships and 15 collaborations of which the Authority is the lead organisation for 6. The analysis is not yet complete as information is still awaited from the Education and the Environment Directorates however it is anticipated that the data will be finalised in time for the March Audit Committee. The panel discussed the need to build upon this work in order to progress to the next phase of the project and agreed to chase up the outstanding data from the identified service areas. It was also agreed that the completed findings should be subject to periodic review, around October time to ensure this piece of work remains valid and complete. Once this stage of work was completed both the IGPB and the AGS review panel need to determine / agree what level of assurance is required from the key arrangements and in what form.
4. Rob Hartshorn attended to update on progress with the Business continuity model. Although progress has been made this is limited to the Environment Directorate where service areas are at different stages. The process is due to be started in Education in the second week of Feb. The pace of progress was considered an issue. It was suggested that consideration should be given to early inclusion of those areas that potentially have suitable processes and arrangements in existence. This would speed up the roll out to business critical areas and to re-assess the allocation of resource to this activity.
5. It was also considered that the profile of the work on business continuity needed to be elevated and that it may be a suitable topic for leadership team or management network meetings and also as an item for SMT to consider.
6. It was noted that an update Report did not go to the December Audit committee, it was therefore agreed that a progress report should be submitted to Audit Committee at their March meeting.
7. Following Rob's update the Panel was keen to stress that we need to be demonstrating meaningful progress in this year's AGS (published towards September 2014) if we are to avoid or minimise further criticism from the Regulators.
8. The Panel proposed that the progress report should include a table of actions with appropriate timescales for delivery. It was considered that this would provide an established timeline against which progress can be measured and resourced. It was agreed that Colin would write to Rob on this point.
9. Joanne Jones gave out the latest two sets of minutes from the information governance project team and updated on some of the key issues. Following feedback from heads of service the quarterly information governance risk assessment is being improved to assist with completion. The roll out of the info. governance training has gone well and is now being considered for roll out to non PC users and others who need additional support. JJ agreed to check whether or

not this could be supported by the existing training resources available within particular directorates. An agreement has been made to store our data outside the 9 mile radius as suggested in the auditor's report and IT are currently looking at a solution to help with the clean up of the corporate drives.

10. Measures to improve FOI performance were also described and arrangements to support Directorate information Governance stewards in all aspects of their work were discussed.
11. Colin Jones who chaired the meeting in the absence of Nicole Scammell left the meeting at 11.05 am and Richard Harris took over to conclude the business.
12. Verbal updates were given confirming (1) the expert panel had been written to outlining their required input and the purpose of their contribution (2) that the CGI report had been concluded and formally issued (3) we still have not received the All Wales report on the Annual Governance process
13. The review of the draft checklists received to date was not undertaken and will be carried forward to the next meeting of the group.