

CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 21st March 2014
Room 4.2 at 9.30 a.m.

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

1. Apologies were received from Cllr Forehead. With regards to the ongoing absence of a legal representative NS informed the panel that a report was to be considered shortly and in the meantime GW would be covering off the legal role in respect of the panel.
2. The minutes of the meeting held on 24th January 2014 were reviewed and agreed.
3. Jackie Dix updated the panel on progress to date with her work looking at partnership and collaborative arrangements. JD summarised the content of a report that has been produced for CMT and several issues were discussed that may require further consideration i.e. Data sharing / WASPI protocols may need to be considered, inclusion of something in the constitution on partnerships and collaborations and inclusion within the corporate services service improvement plan. It was also felt that the identified partnerships/collaborations would need to be risk ranked on some pre agreed basis so that any assurance work can be targeted.
4. NS confirmed that the report was due at CMT on 17th April and JD would come back to the review panel in May with a further update.
5. NS recapped on the current position in respect of the business continuity work being progressed by Rob Hartshorn, it was agreed that RH would be asked to come to the may panel meeting to provide a further update on progress with the action plan and to discuss the requirement for a further update report to the June Audit Committee.
6. JJ handed out the latest set of minutes from the information governance project team and a draft P&R scrutiny report on information governance. JJ summarised the current position and outlined some of the main issues i.e. the information governance group membership has been increased to reflect the increased profile and workload the group is taking on, the numbers of FOI requests continues to grow and the difficulties in meeting the response deadlines continues, work continues on the rollout of further information governance training to capture those that were not included in the first tranche and to develop a follow up offering to keep the momentum going and keep information governance in people's minds. Discussion took place about some current IT related risks and it was suggested that JJ would need to include any such issues in the IT governance review and revisit the IT risk register to ensure that such issues are picked up and given appropriate consideration.
7. RH handed out the full checklists and a summary of those that had been received so far. No issues were highlighted and it was explained that they were only draft versions and the anticipated deadline for the final version would be 11th April.
8. A discussion took place around the issue of what formal requirements were there in respect of the SIRO role and it was agreed that JJ would research and look to produce an insert that would go into the Annual Governance Statement so that all governance sign offs would be together in one place.
9. It was discussed and noted that we still have not had the final report from the external auditors in respect of the All Wales review undertaken on annual governance statements.