

CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 2nd May 2014
Room 2.1 at 9.30 a.m.

Attendees : Nicole Scammell (Chair), Cllr Forehead, Colin Jones, Joanne Jones, Gail Williams, Richard Harris

1. No apologies received.
2. The minutes of the previous meeting were reviewed and agreed.
3. Rob Hartshorn provided an update in respect of the progress made with the roll out of the agreed action plan. RH went thru specific service areas' progress and outlined that the risk assessment phase will involve a review by Emergency Planning to identify and consolidate risks of a corporate nature. GW raised whether members had been considered in the process and it was suggested that this would be included in the corporate risk element as would be the prioritisation plan for IT services. JJ highlighted the need to also consider paper records especially in relation to European grant funded schemes, JJ asked to raise with the Info. Gov. group. Specific issues around individual arrangements and the practicalities of prioritisation overall were discussed as were the problems that looking at the overall situation will pull out. NS confirmed that the Audit Committee would need to be kept informed of progress and would be monitoring until substantial completion of the project.
4. NS provided an update on the improving corporate governance agenda to the effect that the work was going well and all areas are either completed or are being worked through. Procurement progress is going well as is the members services document system. CJ also confirmed that improving scrutiny around performance management still needed some work.
5. NS confirmed that the partnership /collaboration report went to CMT on 1st May who endorsed the report and agreed the future strategy it will now go to the Audit Committee. Discussion took place about ongoing assurance requirements it was agreed that JD be asked to review a sample of governance arrangements from her list of identified partnerships / collaborations.
6. JJ updated the panel on the latest position from the Info Gov project team. Using a handout JJ talked through each item. The continuing increase in the FOI/SAR's was discussed and it was agreed that this area needs ongoing monitoring.
7. The ongoing inclusion of last year areas for improvement was discussed and it was generally felt that good progress had been made regarding the improving governance agenda, the partnership /collaboration work was well advanced albeit there may be more work required to ensure that the review become embedded and the BCP work is, although progressing, still some way off. This may have to stay on the 13/14 AGS. The ongoing interim arrangements will have to be recognised in the document in terms of a dilution of experience. This will be further considered during the next meeting.
8. The summary of checklist comments was discussed and it was noted that some were still outstanding RH to follow up by next meeting. Overall it was felt that there

was nothing overall or material coming out of the exercise but it would be reassessed once all had been submitted. The expert group responses to date were discussed and will also be reconsidered at the next meeting.

9. It was agreed that the draft AGS from last year would be reviewed for updating purposes prior to the next meeting RH to send to nominated staff.
10. RH suggested that the next meeting be rescheduled due to NS not being available on the 16th, it was agreed to bring forward a day or two. RH to organise.