

# CORPORATE GOVERNANCE PANEL

## MINUTES 4th March 2016

### Executive Boardroom 1.30 p.m.

Attendees: Nicole Scammell, Colin Jones, Gail Williams, Paul Lewis, Joanne Jones, Richard Harris.

#### 1. **APOLOGIES**

Apologies were received from Cllr Forehead.

(Paul Lewis joined the group by virtue of taking on the SIRO role.)

#### 2. **MINUTES**

The minutes of the meeting held on the 19.11.2015 were agreed.

#### 3. **BUSINESS CONTINUITY PLANNING**

The group discussed and confirmed that work on this action is considered substantially completed. A report is going to the Audit Committee on 9<sup>th</sup> March to provide an update of the current position and to make members aware of the Council's Business Continuity Plan.

It was brought to the group's attention that Electoral Services have been omitted from the work undertaken and although they have emergency procedures in place work is underway to ensure the Service is included within the overall plan document.

#### 4. **PARTNERSHIPS & COLLABORATIONS**

The group discussed and confirmed that work on this action has been completed albeit regular monitoring is taking place to maintain the accuracy and completeness of the database of partnerships and collaborations.

#### 5. **UPDATE ON OUTSTANDING IGPB ACTIONS**

Alessandra Veronese attended to provide a progress update on the two outstanding actions. One action has been closed and will now be monitored regularly going forward. The second action relating to the HR strategy will be closed following a report to the next available P&R Scrutiny Committee which will be in July and the final Cabinet approval in July/September.

#### 6. **UPDATE ON FOI PERFORMANCE**

JJ talked through a handout which provided a detailed update on progress with the information governance actions. Detailed statistics were summarised with key indicators showing some signs that actions taken are having an impact on response times i.e. FOI response rate now at 85%. Additionally some areas are showing a slow down in requests and initiatives aimed at raising staff awareness are showing with greater engagement with the Information Governance Unit. The data presented is that which members are provided with and JJ confirmed that it will also be made available on the members portal. In the ensuing discussion the group touched upon some emerging issues around the use of social media and data protection failures that need to be considered in the wider corporate context and the group felt that these issues should be referred to CMT for consideration.

**7. FEEDBACK FROM WAO ON CORPORATE GOVERNANCE REVIEW**

NS confirmed that no feedback had yet been received.

**8. DRAFT CHECKLISTS**

The summary of the draft checklists received was discussed with RH indicating that there does not appear to be any significant trends or patterns and no issues of significant impact.

**9. INITIAL THOUGHTS ON POTENTIAL AREAS FOR IMPROVEMENT**

As per item 6 it was felt that the use of social media and data protection awareness are both fast growing and potentially high risk areas that the panel could consider over the coming months.