

## CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 14<sup>th</sup> May 2014  
Room 4.1 11.30 a.m.

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

1. Apologies were received from Cllr Forehead.
2. The minutes of the meeting held on 2nd May 2014 were reviewed and agreed.
3. Jackie Dix attended to update the panel on the latest progress with the work on partnerships and collaborations. JD handed out the latest version of her paper and talked through the key elements. JD introduced a toolkit which has been produced by Denbighshire and pointed out some issues they had encountered with the roll out of the toolkit. It was agreed that we needed to develop something similar but that we needed to take into account the problems highlighted by Denbighshire and we needed to make our strategy/toolkit more succinct and user friendly that would add value to those using it. Moving forward all felt that future checking of the governance arrangements should be undertaken and that JD's finalised papers would assist in the identification of the key/significant partnerships/ collaborations. RH confirmed that as part of future audit plans this would be picked up as part of the assurance work but would be done on a sample basis. GW suggested that significant partnerships and collaborations would need to be referenced in the Constitution in future. Issues in respect of information governance as well as general governance were also discussed with a view to JD raising the issues for future consideration or inclusion in the toolkit e.g. Notification, DP registration, training, varying standards of conduct etc.

It was agreed that JD's work had gone a long way to address the previous governance concerns and that going forward with the development of a toolkit/ guidelines and subject to future checking of the actual operation of the governance arrangements

4. The summary of the completed checklists was discussed along with the comments from the "expert" staff group. The main areas of discussion were around H&S, WHQS, the meeting of targets in respect of FOI requests and the ongoing interim management arrangements. It was concluded that both H&S and WHQS were more operational issues and were being managed as such but the FOI was an expanding area across the Authority that we need to get on top off and similarly the ongoing uncertainty around the future management arrangements is a major cause for concern across the Council.
5. The panel members were asked to go through various parts of the initial draft AGS to update where required and all amendments to be forwarded to NS asap.