

# CORPORATE GOVERNANCE PANEL

## MINUTES 11th Nov. 2016

### Executive Boardroom 1.30 p.m.

Panel Members: Nicole Scammell, Cllr. Forehead, Colin Jones, Gail Williams, Paul Lewis, Richard Harris.

#### **1. APOLOGIES**

Apologies were received from Cllr Forehead and Gail Williams.

#### **2. MINUTES**

The minutes of the meeting held on the 19.09.2016 were agreed as accurate. PL updated that at the recent information governance group he informed the group that the quarterly information risk reviews/ updates would be undertaken on a six monthly basis in future as previously agreed by the panel.

#### **3. UPDATE ON THE WELSH VERSION OF DELIVERING GOOD GOVERNANCE 2016**

RH updated that the Welsh document had still not been published by CIPFA which may cause difficulties with this years rollout of the process if any significant changes are required. It was acknowledged that we would have to wait to see what is in the new document when it's made available and the panel will have to review any impact that it has on the current process.

#### **4. AUDIT COMMITTEE FORWARD WORK PROGRAMME**

Following a discussion on the forward work programme it was identified that an additional report was to be included from Internal Audit as one of the actions to address the WAO's areas of improvement. It was also discussed and agreed to put back the update report on progress with the area of improvement from last years governance review to the March meeting of the Audit Committee. All other topics would remain as they are at present.

#### **5. ASSURANCE FRAMEWORK – INTRODUCTION**

RH introduced the panel members to the first draft of the assurance framework and explained how it was intended to fit together. RH explained briefly the three lines of defence model and all considered that it would be worthwhile amending the front page to diagrammatically represent the concept and RH agreed to look at whether this could be done. Each page was considered and initial comments were made on the overall concept and it was agreed that RH would provide an electronic version of the document to enable each panel member to make comments or add data, returning the amendments to RH to enable the master version to be updated. With the intention of the draft going to the next Audit Committee it was agreed that the updated version should go to CMT prior to it going to the Audit Committee and arrangements would be made to do this.

#### **6. UPDATE IN RESPECT OF INTERNAL AUDIT COMPLYING WITH THE WAO'S RECENT PROPOSALS FOR IMPROVEMENT**

The progress on the work identified within the current action plan was outlined by SH and summarised in that all actions were on course to be completed.

## **7. AOB**

**7.1** Consideration was given as to whether SH was to be formally included onto the group and NS confirmed that going forward he should attend and contribute to the group.

**7.2** PL informed the panel of a recent discussion at the Information Governance group that was raising the awareness of some new regulations around data protection, the General Data Protection Regulation which is due to be in force in 2018.

**7.3** PL also explained that GCSX was coming to an end and that the Authority was going to continue using the Egress Switch to provide an encrypted email solution. The cost of this approach was discussed as a possible problem but PL indicated that many staff were already users of the system and there was no additional charge for existing users.