

# CORPORATE GOVERNANCE PANEL

## MINUTES 10th March 2017

### Executive Boardroom 10.00 a.m.

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

#### 1. **APOLOGIES**

Apologies were received from Gail Williams. Joanne Jones attended for PL and Kath Peters attended for RHn.

#### 2. **MINUTES**

The minutes of the meeting held on the 13.1.2017 were agreed as accurate.

#### 3. **UPDATE ON THE WBFV AREA FOR IMPROVEMENT OBJECTIVE**

NS updated the panel that an update report was presented to the Audit Committee on the 8<sup>th</sup> March by RHn. The report set out for members the steps being taken to address the requirements of the Act with particular reference to the core set of activities that are common to the corporate governance of public bodies as identified in the statutory guidance. A distinction was also made between the roles of the Public Service Board, the Council as a statutory partner and the Council as a public body with its own duties under the Act. Following discussion it was felt that good progress has been made on this issue and governance arrangements are well advanced with a clear direction of travel. As a result it was agreed that progress was sufficient to remove this issue from the AGS for the current year.

4. Joanne Jones had provided panel members with a briefing note prior to the meeting and followed this up with a presentation of the draft slideshow the General Data Protection Regulation (GDPR) that is intended to go to CMT. Attention was drawn to some key facts around information governance in particular implications of the impending introduction of GDPR in May 2018. Being the biggest change to data protection for 20 years some of the key issues that were discussed were the potential effect of substantial increases in the level of fines, the potential difficulty of self reporting data breaches within 72 hours (or risk a fine) and the impact of enhanced rights for data subjects including free Subject Access Requests. Additionally expectation by ICO of the compliance rate for responding to FOI requests has been increased to 90% which will be difficult to achieve with requests continuing to increase. The group considered it important to get the message out to staff in preparation of the changes and consideration needs to be given to using Management Network and the FOI network. Communication with Members is planned for May 2017, and NS suggested that we present the regular IG update to Members soon after the election, with a further report on GDPR in autumn. The Group also suggested that JJ request attendance at SMTs prior to CMT on 13 April.

5. RH introduced the first draft of a new Code of Corporate Governance. Similar in structure from the previous version amendments have been made to reflect the updates within the latest version of CIPFA's Delivering Good Governance in Local Government. A supporting analysis was explained by RH to allow panel members to easily identify the linkages between the various documents. All agreed that the approach was acceptable and it was agreed that the revised document should go to Audit Committee for approval

in September. RH asked that all panel members provide comments they have via email and any amendments will be reported back to the group.

6. The Audit Committee forward work programme was discussed and some changes to the schedule agreed to allow the new committee to bed in and to receive some training prior to them receiving reports of specific topics. It was agreed that induction training of the new committee would be required prior to the first meeting and the risk management reports would be deferred until sept to allow risk management training to be provided, RH & KP to arrange.

## **7. A.O.B.**

- 7.1 In advance of the checklists and the expert group comments being received and analysed NS asked the panel if there were any issues that needed to be considered as part of this year's assessment. The ensuing discussion identified that there may be merit in considering the governance risk involved in the collaboration agenda and that further consideration would be given to this when the checklist results are known.
- 7.2 RH provided an update on the lack of progress in respect of the external peer review validation exercise which has been postponed by the Chief Internal Auditor of Newport until June 2017.
- 7.3 RH informed the group that a start had been made on gathering comments and updating the AGS shell document. NS requested that the draft amendments be typed onto the master document so that the panel members can review, RH to complete.