

CORPORATE GOVERNANCE PANEL

MINUTES 19th January 2018

Executive Boardroom 2.30 p.m.

Panel Members: Nicole Scammell, Cllr. B Jones, Gail Williams, Paul Lewis, Rob Hartshorn (RHn), Richard Harris (RH).

1. APOLOGIES

Apologies were received from Nicole Scammell and Gail Williams. Stephen Harris attended for NS.

2. MINUTES

The minutes of the meeting held on the 9th October 2017 were agreed as accurate.

3. UPDATE ON ACTIONS FROM LAST YEARS AGS

RH reminded the panel members of the methodology previously agreed in order to avoid duplication. Due to similarities between some of the AGS actions and those included within the Audit Committee update report on 'progress made with regulator proposals', Ros Roberts was in attendance to provide an update on those issues covered in her AC report.

3.1 To review and strengthen the procedures around the operation and maintenance of the Cabinet forward work programme.

RH stated that an email was sent to the leadership team in August 2017 by GW setting out a new procedure for the monitoring of reports being prepared for presentation to Cabinet. Democratic Services Officers have collated data which has been provided to CMT for monitoring purposes on a quarterly basis. Retrospective checking with consultees has not yet taken place but is anticipated to begin shortly.

3.2 Ensuring that the Authority is prepared for the requirements of the new GDPR's.

Joanne Jones attended and provided an update of progress since the last update to the panel, a GDPR update report went to P&R Scrutiny Committee and Cabinet in Oct 2017, including updates to the Information Risk Policy on use of Privacy Impact Assessments and frequency of Information Risk Returns from quarterly to six monthly as previously agreed by the Panel.

Service Areas have made good progress on core preparation tasks (Information Asset Registers, information sharing arrangements, and audit of privacy notices), and are now updating privacy notices, checking consents and legal basis for processing, and auditing what agreements/contracts exist. CIGU is closely monitoring that high risk areas (those processing large volumes of sensitive personal data) are fully engaged in this preparation.

The Statutory Data Protection Officer role is due to be allocated at Audit Committee in January; contract/agreements templates are to be finalised which Service Areas will use to update terms for existing contracts; CIGU will work with Internal Audit to bolster data protection reviews in scheduled audits; work with Education on identifying methods of support for schools is ongoing; and procedures, checklists, etc are being developed and tested to support staff in complying with GDPR.

Awareness raising activities are ongoing, including several 35 minute briefings to 250 staff to date, and which will continue in run up to May, together with further awareness raising with advice from Communications Unit. Update of core policies is also required and the Panel advised that any policies that originally were approved by Members (e.g. Data Protection and Records Management Policies) should go to Cabinet, but any supporting procedures such as the data breach handling procedure, originally approved by Head of Service, can continue to be updated via Head of Service in consultation with key stakeholders. PL to schedule these policies on Forward Work Programme.

Training is progressing with 2054 people completing eLearning in last 12 months. New elearning with a GDPR focus will be launched in the run-up to GDPR implementation.

3.3 Progressing the leisure strategy

A succinct strategy document was produced in August 2017 which will be considered by CMT early in 2018. Formal consultation and approval will follow, scheduled to be considered at PDM on 21st March 2018.

3.4 Income management & service cost recovery plan- to be finalised and approved.

A draft Income Policy has been completed and is due to go to CMT. Will be finalised by the end of April 2018.

3.5 Review & revise principles for agreeing savings proposals.

New pledges and objectives have recently been agreed and are due to be formally rolled out within the next month.

3.6 Service asset management plans to be reviewed alongside savings proposals.

The Asset Management Group will ensure the Corporate Asset Management Strategy principles are part of individual service asset plans and will ensure all services have a SAAMP by the end of March 2018.

4. CODE OF GOVERNANCE - COMPLIANCE WITH SEVEN PRINCIPLES

RH updated on the work previously undertaken by the panel and reminded panel members that now finalised the updated local Code of Corporate Governance will be going to the Audit Committee for endorsement in the near future.

5. UPDATE ON THE 2017/18 PROCESS

RH confirmed that the HoS checklists for this years review were sent out in early January with a return deadline of 6th April. The expert group email will go out around the end of February with the same return date.

6. UPDATE ON PARTNERSHIP & COLLABORATION WORK

RHn briefed the panel on work currently underway to update and refresh the work previously undertaken by Jackie Dix. Following on from a piece of work recently undertaken for the Leader/Welsh Government the previous lists were in need of a re-appraisal in respect of definitions and usage/purpose going forward. RH has met with Kath Peters and work is ongoing to produce a more focussed and meaningful list.

7. AUDIT COMMITTEE FORWARD WORK PROGRAMME

The current forward programme was reviewed and considered to be appropriate. As identified in item 4 above an addition to a future meeting of the Audit Committee will be the Local Code of Corporate Governance

8. A.O.B.
None