

## CORPORATE GOVERNANCE REVIEW PANEL

### Minutes of meeting on 21st November 2014 Room 4.2 at 9.30 a.m.

Attendees: Nicole Scammell, Cllr Forehead, Colin Jones, Lynton Jones, Gail Williams, Richard Harris

1. There were no apologies.
2. Jackie Dix attended to update the panel on the latest progress with the work on partnerships and collaborations. JD confirmed that Cabinet had endorsed the work that had been undertaken and following the approval both the Partnership and Collaboration Protocol and the toolkit had been updated onto the Corporate Governance section of the Council's intranet. A report was now to go to the December Audit Committee which will include an action plan initiating reviews of the governance in place from a sample of partnerships & collaborations as chosen by the review panel. It was agreed that initially these reviews be undertaken jointly by JD and internal audit staff and five were selected ie. the Local Investment Fund, Monmouthshire Farm School Endowment Collaboration, W.R.U., the Voluntary Sector Liaison Committee and Gwent Multi Agency Missing Children Project. It was agreed to update the management network group and prior to the review fieldwork beginning notification would be given to Directors /Heads of Service.
3. The minutes of the meeting held on 18th July 2014 were reviewed and agreed.
4. Rob Hartshorn attended with Ian Martin to update on the progress made with the BCP work. RH/ IM summarised that 259 business impact analysis' had been received and that these were in the process of being reviewed however it was anticipated that the whole process would be completed by the end of the financial year. IM provided a view of the contents of the database that was being used to hold the submitted data to give an indication of the complexity and volume of data. It is anticipated that the database's tracking facilities will be a big bonus going forward in speeding up the process and enabling different scenarios to be considered, additionally updating in future means we will be starting from a much better position.

Going forward it was suggested that CMT input would be required to rank/ prioritise services as well as consideration of capacity in respect of accommodation and IT infrastructure prior to any finished product being agreed.

The panel agreed that it had been a huge undertaking but having the key data electronically is a big step forward and should be beneficial going forward.

It was agreed that a progress report should go to the March Audit Committee so that it can be considered as part of the annual governance review for 14/15.

5. Joanne Jones talked thru the update papers she had provided prior to the meeting highlighting some of the key items. JJ outlined some findings from a visit to Merthyr and from some work undertaken with Ruth Betty and the information unit and JJ indicated that a visit to Carmarthenshire was planned in the near future. JJ is going to management network and Directorate SMT's to talk about FOI and JJ is going to be speaking to the CEO about his experiences in Carmarthenshire.

Training is continuing with good numbers albeit the trainer is due to finish in March. The information team are hoping to continue training but in a reduced capacity.

JJ tabled a list of sites where CCTV is in operation to show how big an issue it may be after discussion it was agreed that it was ok as a starting point but there was a lot of work to do to make it a comprehensive list.

6. The action plan from 13/14 was discussed and it was agreed that following updating it should go to the December Audit Committee. RH to update the action plan with comments on progress and put into a covering report for the committee.
7. NS confirmed that there had been no indication on how the CGI review went.
8. In order to improve the overall process it was felt that the CEO should be included in the detailed review stage in order for high level concerns or risk areas to be identified and considered when the panel is considering compilation of the AGS.

It was also agreed to emphasise the ongoing importance of corporate governance within the initial email used to start the current year's process.

We are still waiting for the AGS All Wales review report to confirm best practice and when received we will look again at our procedures with a view to aligning them with best practice.

9. The checklist for use in the 14/15 process was discussed and it was identified that some questions needed reviewing to bring them up to date and to cover off some recent developments ie Partnerships and collaborations and decision making. RH to speak to GW and JD to formulate some appropriate wording.
10. It was agreed that the Code of Corporate Governance was due for a review/ updating and RH would start by updating structural or responsibility changes and then would circulate to panel members for comments on others areas that are in need of updating.