

## CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 16<sup>th</sup> February 2015  
Executive Boardroom 3.00pm

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

1. Apologies were received from Cllr Forehead.
2. The minutes of the meeting held on 21<sup>st</sup> November 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 briefly ran through a paper she had prepared and issued to panel members prior to the meeting. In summary JD pointed out that the first quarterly review had identified some additional partnerships and collaborations which have been added to the master list. It was also confirmed that the intranet information will be updated asap. JD also confirmed that the audits were going well but that the LIF audit had been delayed due to a resource issue, following discussion it was agreed that NS would write to the appropriate Head of Service to ensure that the audit takes place before the end of March. It was agreed that a report should go to the March audit committee to update members on progress to date in preparation for considering this years AGS.
4. Rob Hartshorn attended to update on the progress made with the BCP work. RH summarised that 259 business impact analysis' had been received and out of 137 action plans expected 99 had already been received. The next stage will include the identification of business critical functions which will include challenging managers basic assumptions about their service areas and to cross match with the IT priority list. RH will also have to work with IT and property to come up with a base plan and a paper will be prepared for consideration by CMT. RH was asked to provide the Audit Committee with an update report for the March meeting.
5. Lynton Jones talked through the update papers on the FOI and CCTV actions, that Joanne Jones had provided prior to the meeting, highlighting some of the key items. It was noted that a slight improvement in the compliance figures had been identified but due to a reduction in the number of requests in the latest period it was to early to make a judgement about process related improvements.
6. The action plan from 13/14 was discussed and RH to update the action plan with comments on progress and to circulate to the panel members for any additional comments.
7. NS confirmed that the CGI review has been completed and agreed. IGPB still meeting to ensure that all recommendations are completed.
8. Following discussion it was felt that the budgetary issues over the coming months will be a major area of concern and could lead to many emerging risks.
9. The timetable for the 14/15 checklist process was noted and it was agreed that as we get closer more meetings will be required to fit in with the timetables for CMT, Audit Committee etc. RH to liaise with Sue Thomas to arrange when appropriate.
10. No progress has been made by RH in reviewing the Code of Practice.
11. GW explained to the group that a piece of work was being undertaken around safeguarding and it was being considered to include safeguarding on the governance checklist as a new subject area. It was agreed that for next years process suitable wording be added to the checklist template to cover off safeguarding.