

Minutes of the Corporate Governance Group

20th September, 2022

12.00 pm – 13.15pm

Virtual Meeting: Teams

Present:

Chris Moore (CM)	Director of Corporate Services (Chair)
Cllr. Alun Lenny (AL)	Executive Board Member (Resources)
Cllr. Linda Davies Evans (LE)	Executive Board Member (Housing Services)
David MacGregor (DMcG)	Lay Member
Paul Thomas (PT)	Assistant Chief Executive
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Alison Wood (AW)	People Services Manager
Linda Rees Jones (LRJ)	Head of Administration and Law
Gwyneth Ayers (GA)	Corporate Policy & Partnership Manager
John Williams (JW)	ICT Operations & Governance Manager
Ruth Morgan (RM)	Senior Administrative Officer

Apologies:

Randal Hemingway (RH)	Head of Financial Services
Noelwyn Daniel (ND)	Head of ICT

Item No.	Discussion / Action	Responsible Officer
1.	<p><u>Apologies</u> As noted above.</p> <p>HLP welcomed Cllr. Alun Lenny, Cllr. Linda Davies Evans and David MacGregor to their first Corporate Governance Group meeting and introduced the afore-mentioned as follows:-</p> <ul style="list-style-type: none">• Cllr. Alun Lenny, Cabinet Member for Resources.• Cllr. Linda Davies Evans, Cabinet Member for Housing Services.• David MacGregor, Chair of the Governance and Audit Committee. DMcG has been invited to attend future meetings of this group as an Observer. DMcG has also recently been appointed as a Lay Member. <p>Introductions were also carried out by Officers of the group.</p>	

2.	<p><u>Appoint a Chair</u> It was AGREED, Cllr. Alun Lenny to Chair future meetings of the Corporate Governance Group meetings. However, Chris Moore would initially Chair today's meeting.</p>	
3.	<p><u>Minutes of Last Meeting dated 15th February, 2022 and Matters Arising</u> LRJ confirmed, accuracy of the Minutes and PT seconded that the Minutes were a correct record.</p>	
4.	<p><u>AGS</u> <u>Copy of the Final 2022/23 AGS</u> Chair notified, the AGS is attached to the Statement of Accounts, signed and approved by the Chief Executive and Leader of the Council and presented annually to the Audit Committee.</p> <p><u>Update on Actions</u> HLP shared her screen with group members and the Actions were reviewed and updated accordingly prior to it's publishing and signing off by Audit Committee during October.</p> <p>Chair thanked everyone for their input and updates on the AGS.</p>	
5.	<p><u>Council Performance Management Framework – (Verbal Update by GA)</u> GA stated, the updated Performance Management Framework had been raised during the last Corporate Governance Meeting and would be kept continually under review on an on-going basis.</p>	
6.	<p><u>Corporate Strategy – (Verbal Update by GA)</u> GA updated as follows :-</p> <ul style="list-style-type: none"> • The development of the new Corporate Strategy is currently being refreshed and reviewed and due to be submitted to CMT beginning of October with the proposal of reducing the current 13 Wellbeing Objectives to 4 Wellbeing Objectives with the intention of the Corporate Strategy being the delivery mechanism for the Cabinet Vision Statement which had been published in draft in July 2022. • Consultation has been carried out with eg. Staff / Residents Surveys, Trade Unions and Businesses. All responses to be analysed accordingly. • Proposing to move away from the Departmental Business Planning and to be substituted with only obtaining Divisional Business Planning in alignment with the 4 Wellbeing Objectives (ie. the Thematic and Service priorities). To be undertaken 	

	<p>during autumn/early 2023 prior to full implementation of the 2023/24 Business Planning cycle.</p> <p>GA shared her screen with the group and provided an overview of the proposed 4 Wellbeing Objectives.</p> <p>Action: GA to provide Cllr. Lenny with a copy of the Corporate Strategy.</p>	GA
7.	<p><u>Information Governance – (Verbal Update by JW)</u></p> <p>JW updated as follows :-</p> <ul style="list-style-type: none"> • From April 2022, 17 personal data breaches have occurred, based on human errors (ie. e-mails / letters being forwarded to the incorrect addresses). In line with the Internal Data Breach Policy each incident is investigated with a Data Breach report produced with the conclusion that no breaches have been reported to ICO, and any actions identified are implemented by the service area. dealt internally, no breaches have been reported to the ICO. • No cyber incidents to note. • Currently migrating, electronic data from the Corporate File Plan to Share-point. Approximately 80% complete. • Continue to review paper records across the organisation and being disposed of where practical. • The Multi Factor Authentication has been rolled out to over 2,500 employees and continues to be on-going. • Awaiting results of the phishing exercise which has been rolled out across the Authority. Once to hand, to be reported back to this group. • Cyber Training to be rolled out to employees accordingly. <p>Due to Social Care Adult Services having minimal data breaches as oppose to Children Services. JW to ascertain from Adult Services, their good working practice arrangements and the Children Services working practices, with regards to data breaches.</p> <p>Action: JW to follow up, if there were any cyber incidents within Delta Wellbeing.</p> <p>Action: JW to follow up, working practices with Social Care Adult Services and Children Services.</p>	<p>JW</p> <p>JW</p>
8.	<p><u>Performance and Governance of Principal Councils (Local Government and Elections Act (Wales) – (LRJ)</u></p> <p>LRJ and GA updated as follows:-</p> <ul style="list-style-type: none"> • Awaiting the draft guidance – (LRJ) 	

	<ul style="list-style-type: none"> • To undertake work between the Standards Committee and Group Leaders – (LRJ) • Annual Report 2021/22 for the Council, due to be submitted to the Scrutiny Committee – (GA) • Awaiting for the Individual Reports with regards to the Corporate Strategy Consultations – (GA) • Working on the basis of undertaking Panel Assessment(s) towards the end of 2023 – (GA) <p>DMcG referred to a previous joint review framework within Social Care which had 4 key areas of review. DMcG to provide GA with additional information / background whereby the principals could be applied across any service areas.</p> <p>The 4 key areas of review being:-</p> <ol style="list-style-type: none"> 1. Meeting needs. 2. Shaping services. 3. Managing performance. 4. Managing resources. <p>ACTION: GA and DMcG to have a conversation / discussion outside of the meeting.</p>	
9.	<p><u>Corporate Joint Committees (CJCs) – (Verbal Update by LRJ & CM)</u></p> <p>LRJ informed, the Local Authority are in the South West Wales Corporate Joint Committee since the beginning of 2022 and does not attend the CJC meetings, only has sight of the Agendas / Minutes of the CJC meetings.</p> <p>LRJ referred to the following:-</p> <ul style="list-style-type: none"> • Carmarthenshire CC, lead on the Economic Wellbeing and Politically Lead on the Strategic Development Planning. • A Business and Portfolio/Programme Manager (?) has been appointed, namely Owain Enoch. • A dedicated session to be undertaken on Regional Transport Planning. • A draft Corporate Plan to be produced by December. • There are 4 Sub Committees namely :- <ul style="list-style-type: none"> - Strategic Development Planning - Regional Transport Planning - Economic Wellbeing of the Region - Energy <p>GA informed, the 4 Local Authorities will be working to Carmarthenshire CC’s Welsh Language standards until the Welsh Language Commissioner sets standards on the CJC itself.</p>	

<p>10.</p>	<p><u>CRWG – Verbal Update – (LRJ)</u> A CRWG meeting met on 20th of July, 2022 whereby the following 2 Reports to be submitted to County Council dated Wednesday 28th of September, 2022.</p> <ol style="list-style-type: none"> 1. Recommending Scrutiny Committees be re-aligned to match the portfolios of Cabinet Members in order for Cabinet members to know which Committee meetings they require to attend. 2. Amendments to the Standing Order on Motions of Notice with a view to encourage and enable more cross party motions. All members who sign a Motion of Notice are to be provided with the same status and priority. 	
<p>11.</p>	<p><u>Any Other Business</u> The following item had been raised:-</p> <p><u>Future Dates for the Corporate Governance Group Meetings</u> HLP informed, the following dates would be held multi-located as follows :-</p> <ul style="list-style-type: none"> - 5th December, 2022 – DSU Meeting Room, County Hall - 6th February, 2022 – DSU Meeting Room, County Hall - 23rd March, 2022 – DSU Meeting Room, County Hall <p>Due to technical issues with Cllr. Linda Evans and David MacGregor, Chair acknowledged their absence during the meeting.</p> <p>Chair thanked all present for their attendance and contributions and called the meeting to a close at 1.15 pm.</p>	