

Meeting **GOVERNANCE AND ETHICS COMMITTEE**

Date **Thursday 1 February 2018 (commencing at 1.00pm)**

membership

Persons absent are marked with 'A'

COUNCILLORS

Bruce Laughton (Chairman)
Andy Sissons (Vice-Chairman)

Nicki Brooks
Richard Butler
Steve Carr **A**
Kate Foale
John Handley

Eric Kerry
Errol Henry JP
Rachel Madden
Phil Rostance

OFFICERS IN ATTENDANCE

Barbara Brady Adult Social Care, Health and Public Protection

Rob Disney	}	Resources
Keith Ford		
Jayne Francis-Ward		
Jo Kirkby		

1. MINUTES

The Minutes of the last meeting held on 13 December 2017, having been previously circulated, were confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

The following temporary change of membership, for this meeting only, was reported:-

- Councillor Richard Butler had replaced Councillor Mike Quigley

3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

ORDER OF AGENDA

The Chairman agreed to vary the order of the agenda in light of officers' other commitments.

4. ASSURANCE MAPPING

Rob Disney (Head of Internal Audit) introduced the report which proposed a process for assurance mapping within the Council.

RESOLVED: 2018/001

That the proposed pilot approach to assurance mapping, including the suggested role of the Committee in the procedure, be approved.

5. FOLLOW UP OF INTERNAL AUDIT RECOMMENDATIONS

Rob Disney (Head of Internal Audit) introduced the report which provided an update on the implementation of agreed management actions to address Internal Audit recommendations.

RESOLVED: 2018/002

That the progress detailed in the report and appendix be noted and that no further updates on any of the areas of activity covered in the report were required at this time.

6. LOCAL GOVERNMENT OMBUDSMAN DECISIONS NOVEMBER AND DECEMBER 2017

Jo Kirkby (Team Manager, Complaints and Information Team) introduced the report which detailed the LGO complaint decisions received in November-December 2017.

RESOLVED: 2018/003

That no further actions were required in relation to the issues contained within the report.

7. RESULTS OF NHS DIGITAL AUDIT OF DATA SHARING AGREEMENTS WITH PUBLIC HEALTH

Jayne Francis-Ward introduced the report which sought Members' views on the outcomes of an audit of a data sharing agreement between the Council and the NHS.

During discussions, the following issues were clarified in response to Members' comments:-

- In line with all other councils nationally, the County Council would not be compliant with the new General Data Protection Regulations by May 2018 but had a clear action plan to work towards compliance.
- Finding Ref 4 about the Council refusing to give the Audit Team sight of the vulnerability / penetration testing had arisen due to a communication breakdown and access had subsequently been granted.
- The technicality of the language used within the area of Information Governance was acknowledged.

- With regard to Finding Ref 10 regarding site visits to contracted third parties, a rota had been developed to give reassurance that the places where data was stored were being managed appropriately.
- All staff were required to undertake the 'Managing People's Information' training and the existing packages were being improved. This issue was also being addressed through supervision sessions and the Employee Personal Development Review (EPDR) process. The importance of the issue had also been underlined in 'Team Talk' staff briefings.

RESOLVED: 2018/004

That no further actions were required at this time.

8. WORK PROGRAMME

RESOLVED: 2018/005

That no further changes to the work programme were required at this stage

The meeting closed at 1.50 pm.

CHAIRMAN