



Meeting **GOVERNANCE AND ETHICS COMMITTEE**

Date **Wednesday 6 November 2019 (commencing at 10.30 am)**

membership

Persons absent are marked with `A`

COUNCILLORS

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

Nicki Brooks

Steve Carr

Kate Foale

John Handley

Rachel Madden

Mike Pringle

Phil Rostance

Keith Walker

Jonathan Wheeler

OTHER COUNCILLORS IN ATTENDANCE

Mrs Kay Cutts MBE

Alan Rhodes

John Longdon

OFFICERS IN ATTENDANCE

Caroline Agnew

Sara Allmond

Heather Dickinson

Rob Disney

Keith Ford

Emma Hunter

Simon Smith

Nigel Stevenson

Marjorie Toward

Matthew Waller

Chief Executive's Department

Neil Gamble

Place Department

OTHER ATTENDEES

Ian Bayne

Rob White

Independent Person

Independent Person

1. MINUTES

The Minutes of the last meeting held on 11 September 2019, having been previously circulated, were confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

No apologies for absence were received.

3. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

4. UPDATE ON LOCAL GOVERNMENT & SOCIAL CARE OMBUDSMAN (LGSCO) DECISIONS MAY 2019 – JUNE 2019

Heather Dickinson, Group Manager, Legal, Democratic and Complaints, introduced the report which detailed the LGSCO decisions received in this latest monitoring period.

In response to a query from Members, Heather agreed to check whether, for the complaint about the sharing of inaccurate, personal information with the NHS, any General Data Protection Regulations (GDPR) had been considered by the Adult Social Care and Public Health Department and discussed with the Information Governance team.

RESOLVED: 2019/063

That officers clarify whether any GDPR implications arising from the complaint about the sharing of inaccurate personal information with the NHS had been considered by the Adult Social Care and Public Health Department and discussed with the Information Governance team.

5. INFORMATION GOVERNANCE ACTION PLAN 2019/20 – PROGRESS UPDATE

Caroline Agnew, Data Protection Officer / Programme Manager, introduced the report which informed Committee of progress against the action plan.

In response to a query from Members, Caroline clarified the difference between anonymisation and pseudonymisation and agreed to send a guidance note around to Members about that issue.

RESOLVED: 2019/064

That a follow up update report be submitted to the Committee in March 2020.

6. CHANGES AND PROGRESS FOLLOWING AN AUDIT REPORT ON VACANT PROPERTY MANAGEMENT

Neil Gamble, Group Manager Property and Asset Management, introduced the report which detailed progress against actions identified in the 2017 internal audit of the Council's vacant property management arrangements.

During discussions, Members asked for an update on the current situation with the former Highways Depot on the edge of Southwell, which had remained vacant for a number of years and was located in a much sought-after area. Councillor Kay Cutts MBE, as the lead Member for property, agreed to ensure that issue was addressed as part of the work to review the Council's property register.

RESOLVED: 2019/065

That the actions relating to the Council's management of vacant properties, as set out in the appendix to the report, be agreed.

7. STRATEGIC INTERNAL AUDIT PLAN

Rob Disney, Group Manager, Assurance, introduced the report which proposed the implementation of this Plan to develop a framework within which the service's termly plans would be devised and delivered.

RESOLVED: 2019/066

That the proposed Strategic Internal Audit Plan 2019-21 be approved.

8. INTERNAL AUDIT 2019-20 TERM 1 REPORT & 2019-20 TERM 3 PLAN

Rob Disney, Group Manager, Assurance, introduced the report which informed Members of the work carried out by Internal Audit in Term 1 of 2019/20 and requested their views on the need for any further follow-up reports and the planned actions in Term 3 of 2019/20.

RESOLVED: 2019/067

- 1) That no further actions or follow-up reports were required.
- 2) That it be agreed that the planned coverage of Internal Audit's work in Term 3 of 2019/20 would deliver assurance to the Committee in priority areas.

9. ASSURANCE MAPPING UPDATE 2019/20

Matthew Waller, Audit Manager, introduced the report which updated Members on the rollout of assurance mapping following the initial pilot stage.

RESOLVED: 2019/068

That the Committee receives further updates and annual reports on assurance mapping following completion of the two new areas (People and Assets), including recommendations for future development.

10. REVIEW OF COUNCIL CONSTITUTION

Marjorie Toward, Service Director for Customers, Governance and Employees / Monitoring Officer, introduced the report which proposed revisions to the procedure rules for meetings of Full Council and committee meetings.

With the consent of the Chairman, Councillor Alan Rhodes attended and addressed the meeting.

Councillor Mrs Kay Cutts MBE addressed the meeting as an ex-officio Member of the Committee.

During discussions, Councillors raised queries with a number of the proposed changes relating to:-

- the logistical arrangements including
 - clarification of agenda publication dates;
 - end times for the Full Council meetings;
 - section timings
 - voting
- the rules around Council Questions including
 - the order of questions;
 - supplementary questions
 - adjournment debates.

Following discussions about the timetable for undertaking the review, it was agreed that a meeting should be arranged to discuss the proposed changes further with relevant Members (with the Chairman of the Committee, each Group Business Manager and the non-aligned Councillors invited to attend).

RESOLVED: 2019/069

That the issues highlighted during discussions at the Committee, and any other issues raised by Councillors, be given further consideration at a meeting to which the Chairman of the Committee, each Group Business Manager and the non-aligned Councillors would be invited to attend.

11. WORK PROGRAMME

RESOLVED: 2019/070

That the work programme be agreed, with no further changes required.

The meeting closed at 12.13 pm.

CHAIRMAN