

Corporate Governance Committee – 4 December 2017

Present: Councillor Sully (Chairman)
Councillor Adkins, Mrs Adkins, Cavill, Hall, Horsley, Hunt, Nicholls, Mrs Stock-Williams.

Officers: Paul Fitzgerald (Strategic Finance and S151 Officer), Richard Sealy (Assistant Director – Corporate Services), Catrin Brown (Health and Safety Manager), Richard Doyle (Corporate Strategy and Performance Officer), Alastair Woodland (Assistant Director – South West Audit Partnership), Rebecca Usher (Grant Thornton – External Audit Manager) and Andrew Randell (Democratic Services Officer).

(The meeting commenced at 6.15 pm)

30. Apologies

An apology was received by Councillor Ryan

31. Minutes

The Minutes of the meetings of the Corporate Governance Committee held on 18 September 2017 were taken as read and were signed.

32. Declaration of Interests

Councillor Hunt declared personal interests as a Member of Somerset County Council, Exmoor National Park Authority Member, Devon & Somerset Fire & Rescue Authority Member and Tacchi Morris Management Committee Member.

33. Update on GDPR.

Members of the committee were provided a presentation by the Corporate Performance Officer, concerning the Update on GDPR:-

- GDPR entered into EU law on 25 May 2016
- This would still apply despite Brexit in the UK from 25 May 2018

The aims were to:-

- To give citizens back control over of their personal data
- To simplify the regulatory environment for business
- To create a modern and harmonised data protection framework

The Key changes were set out as follows:-

- Area – DPA only applies in the UK. GDPR is EU wide.
- Fines – Under GDPR fines up to maximum of 16.8 million or 4% of global turnover

- Data Protection Officer – now a mandatory post for public authorities. Can be either internal or external.
- Data breaches – need to report if it is likely to result in a risk to the rights and freedoms of individuals. Must be reported to the Supervisory Authority (ICO) & affected individuals within 72 hours of breach being discovered.
- Right to be forgotten – a new right for people to request to have their personal data erased permanently without undue delay.
- Data Protection Impact Assessment – Privacy Impact Assessment will now be a mandatory requirement.
- Subject Access Requests – no more fees and a shorter 1 month timescale for response.
- Consent – the need for individuals to opt in and to be able to opt out at any time.

The following was required from Councillors:-

- Carry out a Data Audit to ID your data sets (electronic & paper)
- Nominate “data champions” to undertake the review for their area & to manage any data cleansing
- Communications with teams
- Attendance at any future training sessions

During the consideration of this item, the following points were made:-

- It was considered the responsibility of Councillors to delete old information when they cease to be elected members. The authority would need to take reasonable steps in enabling this.
- The date would need to be removed within a certain period, possibly one calendar month.
- GDPR would apply to all businesses and community groups, there would be some potential exceptions with more details to be determined.
- It was considered if GDP advice and support could be provided for Parish Councils via Taunton Deane Borough Council.

Resolved that The Corporate Governance Committee noted the update.

34. Grant Thornton – External Audit Update.

Members considered the letter previously circulated, concerning the Grant Thornton – External Audit Update.

Members considered the report previously circulated, providing a regular update report for Members by our external auditors, Grant Thornton. Specifically the report provided an update in relation to their work for the 2016/17 financial year and also provided an update in relation to emerging national issues.

The report updated Members on the status, progress and completed work in relation to the auditor’s planned schedule of work, year ending December 2017. The Auditors had completed risk assessments in the prescribed audit work areas. If any risks came out of the assessment process, the Auditor’s would look into those risks and the area in further detail.

In addition, this report updated Members on any national headlines and issues that might have an impact upon the Council.

During the consideration of this item, the following points were made:-

- Confirmation was given that the work undertaken by Grant Thornton was fully funded and fell within existing costs.

Resolved that:- The Corporate Governance Committee noted the report

35. Grant Thornton – External Audit Annual Audit Letter 2016/17.

Members considered the report previously circulated, concerning the Annual Audit Letter 2016/17.

Considered report previously circulated, which introduced the Annual Audit Letter for 2016/2017, which had been prepared by the Council's external auditors, Grant Thornton. A copy of the Annual Audit Letter had also been enclosed with the report.

The report summarised the findings from the external auditors' work in respect of the 2016/2017 financial year and issued an unqualified opinion in relation to Taunton Deane's accounts and value for money arrangements.

The letter also provided a progress update in relation to the Certification of Grant Claims work being undertaken by the external auditors and confirmed the planned audit fees for 2016/2017 at £58,442. The external auditors had also made a number of recommendations, which were detailed in the Appendix to the letter.

During the consideration of this item, the following points were made:-

- The data was completed and considered accurate.
- The risks that were identified would be addressed going forward.
- The MTFP was not predicated on the creation of the New Council. The Transformation Programme and financial position would still be considered and would be taken into account as arrangements starting to develop.
- This would not impact on the report what work would be undertaken.

Resolved that:- The Corporate Governance Committee noted the report

36. SWAP Internal Audit – Internal Audit Plan 2017/18 Progress.

Members considered the report previously circulated, concerning the SWAP Internal Audit Plan 2017/18.

Considered report previously circulated, concerning the South West Audit Partnership (SWAP) Internal Audit Plan 2017/2018 Progress Report which provided a regular progress and update report in relation to prescribed audit work to date for the

financial year and also provided an update in relation to emerging national issues that might impact on the Council.

The 2017/2018 Annual Audit Plan provided an independent and objective assurance on Taunton Deane Borough Council's internal control environment. This work supported the Annual Governance Statement. Details of the progress made since the previous update in September 2017 was submitted.

The report updated Members on the status, progress and completed work in relation to the auditor's planned schedule of work, year ending 31 March 2018. The Auditors had completed risk assessments in the prescribed audit work areas. If any risks came out of the assessment process, the Auditor's would look into those risks and the area in further detail.

During the consideration of this item, the following points were made:-

- Issues around Gas inspections were discussed along with concerns over letters that were sent to tenants. Improvements to processes were being considered to benefit the customers.
- A car parks maintenance plan was in place for the car parks across the borough.
- Following the return from Southwest One, the ICT disaster recovery plan would be updated shortly after the server migration.

Resolved that:- The Corporate Governance Committee noted the report.

37. Health and Safety Six Monthly Update

Members considered the report previously circulated, concerning the Health and Safety Six Monthly Update.

Considered report previously circulated, concerning an update on the progress of a range of Health and Safety matters across the organisation. These included:-

- Accident and Incident Data for the period;
- Monitoring Health and Safety Performance;
- Report on actions agreed by Health and Safety Committee;
- Policy updates; and
- Key activities of the Health and Safety Advisor.

During the consideration of this item, the following points were made:-

- It was considered if the decrease in the number of employees had been a factor in the reduction in the number of reported incidents.
- The figures did not include incidents reported at GLL sites such as the Gym and Swimming Pools.
- The needle stick injury reported took place in a void property when clearing out a bag.
- There was confidence that sufficient Health and Safety awareness had been given with consideration of the ongoing works at The Deane House.

Resolved that:- The Corporate Governance Committee noted the report.

38. Corporate Governance Committee Forward Plan

Submitted for information the proposed Forward Plan of the Corporate Governance Committee.

Resolved that the Corporate Governance Committee Forward Plan be noted.

(The meeting ended at 7.37pm).