

 **JOINT GOVERNANCE BOARD**

**30 March 2020**

**By Lync conference call**

**PRESENT:**

Kate Jackson, Chief Finance Officer (Chair)

Stephen Hughes, Chief Executive

Seb Phillips, Director of Finance and Resources

Guto Edwards, Head of Finance

Helen Williams, Financial Accountant

T/Chief Supt Simon Williams, Head Corporate Services

James Sutton, Head of Management Information

Darren Griffiths, Interim Governance Manager

Rachel Barber, Chair, Joint Audit Committee

Clare Hodson, Member, Joint Audit Committee

Jonathan Maddock, Tiaa

Angharad Jones, PA to the Chief Executive

**191. APOLOGIES**

No apologies have been received.

**192. MINUTES**

The minutes of the last meeting held on 11 June 2019 were approved as a true record of the meeting with one amendment. Under Item 181 Apologies, Claire Hodgson should be spelt Claire Hodson.

**193. ACTION LOG**

 See action log.

**194. MATTERS ARISING**

 There were no matters arising.

**195. REVISED TERMS OF REFERENCE**

The Revised Terms of Reference were presented to the Board who agreed that they provided clarity and thanked Interim Governance Manager for his input in producing this revised document.

Head of Finance raised membership of the Board and asked if Chief Information Officer or a representative of the department would still attend. In addition, Internal Audit confirmed that they would be willing to attend future meetings. Chief Finance Officer to update the Terms of Reference accordingly.

|  |  |
| --- | --- |
| ACTION 195a | Chief Finance Officer to update the membership of the meeting list to include Chief Information Officer or representative. |

Chief Finance Officer confirmed that the Joint Governance Board meetings had been scheduled to enable a paper to be presented to Joint Audit Committee. It was requested that this be clarified within the Terms of Reference under “Objectives”. This paper would add an additional level of assurance for Joint Audit Committee and in turn the Police and Crime Commissioner and Chief Constable.

Joint Governance Board are content with the current structure of the Board and if any changes follow, it will be undertaken in line with the commissioning and decommissioning of meetings procedure.

The Terms of Reference also includes a review of decisions to commission/decommission meetings which will ensure that governance continues as the structure of the meeting changes. The Joint Governance Board will be able to identify emerging gaps and address them in the correct manner. It was agreed that this would be carried out once a year and this would establish a renewed starting point when recommendations of the Corporate Governance review have been implanted.

It was agreed to monitor changes and agreement is sought on the baseline agreement. It was reported that there needs to be an:

* original baseline (current governance structure);
* baseline after implementing the recommendations of the governance review (revised governance structure).

 Chief Finance Officer will use the current structure as the baseline and develop.

|  |  |
| --- | --- |
| ACTION 195b | Director of Finance and Resources to provide the current Force Governance Structure (original baseline). |

|  |  |
| --- | --- |
| ACTION 195c | Director of Finance and Resources to provide the current proposed Force Governance Structure. |

**196. CODE OF CORPORATE GOVERNANCE**

Code of Corporate Governance is an important piece of work which has been recently been drafted and all agreed that it was an excellent piece of work and all expressed their thanks to the Interim Governance Manager for taking this work forward and in producing this document.

Head of Management Information noted that more focus needs to be placed on policy as this would cover a wide area, and also need to highlight the good work being undertaken.

Joint Audit Committee member stated that she was thoroughly impressed by this document and showed a substantial move forward within the organisation and that it is heartening to hear further improvements being discussed.

Internal Audit stated that the document linked well to government principles and that it was a good document.

**197. PROCESS TO COMMISSION AND DECOMMISSION MEETINGS**

This item was considered under the Terms of Reference.

**198. GOVERNANCE FRAMEWORK**

Chief Finance Officer stated that the excel worksheet had been updated and apologised for not including the Government Statement within the bundle of papers received, but informed the Board that it would be amended since last Joint Audit Committee meeting to reflect JAC member comments.

The process for producing the Annual Governance Review remains the same as in previous years but more should be reported in coming years.

It was reported that much good work is being undertaken within North Wales Police and this needs to be reflected within this document.

Chief Finance Officer and Director of Finance and Resources need to take Joint Audit Committee’s comments on board and amend and re-circulate the document to all.

|  |  |
| --- | --- |
| ACTION 198a | Chief Finance Officer and Director of Finance and Resources to re-draft document taking account of JAC’s comments and re-circulate to all. |

Once document re-circulated to all by e-mail, comments/observations to be sent to the Chief Finance Officer and Director of Finance and Resources to enable them to finalise the document.

It was noted that it would be difficult to review the large spreadsheet in any detail and all were asked to send any updates to Chief Finance Officer/Director of Finance/Head of Finance.

|  |  |
| --- | --- |
| ACTION 198b | All to send comments on the spreadsheet to Chief Finance Officer/Director of Finance/Head of Finance who will incorporate. |

There is a need to keep the Governance Review and statement updated and Joint Audit Committee member stated that she found the spreadsheet useful as an audit trail and it is a good way of providing an audit trail if/when things were removed. Need to consider how to update going forward and maybe a once a year check would suffice.

Internal Audit highlighted the issue that if an audit was undertaken three plus years ago, this could not still provide assurance that all was well.

**199. ANNUAL GOVERNANCE STATEMENT AND ACTION PLAN**

The Chief Finance Officer and Director of Finance and Resources to redraft the Annual Governance Statements taking into accounts feedback received at Joint Audit Committee and as a result of this meeting, including updates to the Governance Framework.

**200. ANY OTHER BUSINESS**

 CIPFA National Financial Management Code

Head of Finance explained that this will become live in April 2021 and need to ensure compliance.

Agenda for future meetings

Director of Finance and Resources highlighted the need for the agenda to reflect/mirror the Terms of Reference.

Chief Finance Office to prepare the Agenda for the June 2020 to reflect the Terms of Reference.

|  |  |
| --- | --- |
| ACTION 200 | Chief Finance Officer to reflect/mirror the Terms of Reference when compiling agenda for next Joint Governance Board meeting. |

Vacant Posts

Head of Corporate Services informed the Board that the response to COVID 19 has only emphasised the value of the Policy and Governance Officer and Risk and Business Continuity Officer posts. Interviews for the Risk and Business Continuity post are being held next week to replace Kathryn Jones who left pre-COVID outbreak. Although there has been additional support in the Policy and Governance Officer post during the COVID response, the permanent post-holder, who has been abstracted, will move back to this post in the transition to business as usual.

**201. FUTURE MEETINGS**

10.00 a.m. Monday 15 June 2020 CR2\*

10.00 a.m. Monday 7 September 2020 CR2

2.00 p.m Thursday 5 November 2020 CR2

\*CR2 booked, but will be confirmed nearer the date.