

**JOINT GOVERNANCE BOARD**

**5th November 2020**

**PRESENT:**

Kate Jackson, Chief Finance Officer (Chair) [KJ]

Seb Phillips, Director of Finance and Resources [SP]

Guto Edwards, Head of Finance [GE]

Helen Cargill, TIAA [HC]

Sian Wyn Jones, Risk and Business Continuity Coordinator [SWJ]

Anita Jones, PA to the Director of Finance and Resources [AJ]

Rachel Barber, Joint Audit Committee Chair [RB]

James Sutton, Assurance Board Chair [JS]

Jemma French, Personal Assistant [JF]

**APOLOGIES:**

Claire Hodson, Joint Audit Committee Member [CH]

Stephen Hughes, Chief Executive Officer [SH]

**213. MINUTES**

The Board reviewed and approved the accuracy of the previous minutes.

**214. ACTION LOG**

See action log.

**227** – **CHANGES TO GOVERNANCE STRUCTURE**

No changes. There is work ongoing with the TOR refreshment. There may be a few more meetings to be added.

**228** – **REVIEW OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS**

SP talked through the recommendations from TIAA.

At the last JGB there were three outstanding recommendations with two of the three being completed.

244459 - is ongoing

236368 – This has now got the national monitoring centre as part of NEP, which is now looking after our network for the force.

236367 – This one is that NEP will offer the solution in this area.

The force will not incur a significant expenditure.

ICT will take some more mitigating controls and the server will be isolated from the wider network and then replaced as part of the NEP programme

GDPR – there has been dialog around ICO’s office to review NWP’s set up. The team are going to migrate some information from servers to the cloud.

The Internal Control Management document is for information only.

**229 –** **REVIEW OF CLIENT BRIEFING NOTES ISSUED BY INTERNAL AUDIT**

The process works well with regards to requesting updates as and when required.

All client briefing note are closed.

**230 –** **REVIEW OF RECOMMENDATIONS FROM JAC**

There are a number of actions from JAC and a process for progressing the tasks.

SP and KJ will ensure there is no cross over of work.

**231-** **UPDATE FROM ASSURANCE BOARD**

Discussions continue in relation to risk training for Chief Officers and Senior Officers with an initial draft training pack being reviewed.

Work has commenced to review the Forces Risk Appetite Statement and an initial meeting will be held on the 27th October to discuss and agree options to take to the next available SLT meeting. Consultation with the JAC risk lead will also take place. Following the SLT meeting the risk appetite and any associated changes will be updated accordingly.

The Assurance Board have agreed an Assurance Mapping briefing document which will be used to brief SMT’s prior to commencing work on their assurance map.

Work has commenced with Corporate Services to undertake their assurance map exercise and its envisaged this will be complete by the end of November. The Assurance Team will then move on to undertake the exercise with the Professional Standards Department.

A light touch review of all Business Continuity Plans to reflect any lessons learnt during COVID19 has been completed

A Force Pandemic Framework has been drafted and is currently out for consultation and will be presented at the December Assurance Board for agreement.

A full review of all Business Continuity Plans will take place once the Agile Working Project/Recovery Work has progressed and finalised the future working arrangements of the Force.

A North Wales LRF Cyber exercise is scheduled to take place on the 10th November which will be a multi-agency cyber discussion exercise, delivered collectively to representatives from LRF responder organisations. It will develop a shared understanding of the impacts and consequences we may face when responding to a significant cyber incident and will provide the opportunity to test well-established inter-agency crisis management procedures, planning assumptions and expectations of staff and supporting organisations.

We will also be considering our future testing regime for the Forces BC plans with a view to creating a planned and scheduled approach to future testing in North Wales Police.

The Scheme of Delegation has been drafted and is awaiting final approval and adoption by the Chief Officer Group.

The refreshed Force governance structure was adopted by the Force on the 1st September 2020.

Work is ongoing to review and refresh the Terms of Reference for each Board with all expected to be returned to the Force Governance and Policy Lead by the 20th November.

Once the refreshed Terms of References have been returned to the Force Governance and Policy Lead she will begin drafting Forward Work Plans for the Boards to adopt and use as working documents.

In the new year each Sub Group will be asked to review their effectiveness and update their Terms of Reference accordingly. During this review Sub groups will also be asked to consider whether greater authority over decision making should be devolved to them, if in the interest of the Force.

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Since the departure of the Interim Governance Manager at the end of June, the Force Governance and Policy Lead continues to progress the work.

The Project Board continues to meet remotely each month to review progress and ensure the remaining actions (appendix B) are delivered in full.

JS noted there has been delay with some work due to abstractions within the office. Rachel Barber questioned if there will be any resourcing issues which will impact on the ability to complete the recommendations

James Sutton noted that at this time abstractions within the office will not change the deadlines.

**232 - PROGRESS UPDATE OF ANNUAL GOVERNANCE STATEMENT ACTIONS**

GE talked through the CIPFA management code as attached.



The team are currently preparing for implementations by the end of December

Governance review – discussed earlier in the meeting.

Risk Assurance – discussed earlier in the meeting.

Covid 19 – a number of meetings are picking this up including recovery and organisational planning.

**233 – REVIEW OF JOINT AUDIT COMMITTEE TERMS OF REFERENCE**

KJ noted that two members of JAC are retiring at the end of March. Interviews to fill three vacancies are taking place in December.

KJ questioned if there is anything to be added or removed for the TOR.

SP noted the below;

* Governance, risk and control are under the same heading and should they be split and individually mentioned
* No mention of annual risk appetite
* A note that the target operating model is typical 5 but will take action to ensure its not less than 4 with core of 3.

KJ will review and redraft and circulate to members.

***Action 223 – KJ to review the Joint Audit Committee Terms of Reference and circulate an updated draft to attendees for comment.***

It was also noted it would be helpful if the functions of JAC are split.

**234 – REVIEW FORWARD WORK PLAN**

Noted.

**235 – AOB**

***Action 224 - JF to remove Sarah O’Hara and Chris Arkell and invite CI Dave Cust****.*

There was discussion around the AGS and it was agreed the agenda items for JGB would assist with completing the matrix for the AGS.

***Action 225 - GE to share the areas to the committee in order to prepare for the AGS .***

Kate Jackson thanked T/Ch Supt Simon Williams for his support to the JGB and wished him well in his new role.