

 **JOINT GOVERNANCE BOARD**

**17th June 2021**

**PRESENT:**

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

Guto Edwards, Head of Finance [GE]

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

Seb Phillips, Director of Finance and Resources [SP]

Rachel Barber, Joint Audit Committee Chair [RB]

James Sutton, Assurance Board Chair [JS]

Sian Beck, T/Ch Supt [SB]

Anne Matthews [AM]

Helen Williams [HW]

Phil Kenyon [PK]

Sarah Davies [SD]

Julie Perkins [JP]

Jemma French [JF] (minutes)

**APOLOGIES:**

Stephen Hughes, Chief Executive

**254. MINUTES**

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

**255. ACTION LOG**

See action log for updates.

**256.** **AGREE UPDATED MANUAL OF GOVERNANCE AND ITS CONSTITUENT PARTS**

It was noted that the Manual of Governance document was very comprehensive.

RB, SD & JP all commented on the documents.

KJ requested that all comments were sent to her directly to ensure that matters can be addressed appropriately and be tracked.

**ACTION – RB, SD and JP to send through observations / feedback on the Manual of Governance to KJ.**

**257/ 262. GOVERNANCE WORKSTREAM / ASSURANCE UPDATE**

Work continues with implementing the recommendations from the policy threshold project which entails reviewing and re-formatting policies, all SMTs have been asked to complete this work by August 2021.

The Assurance Board recently agreed the following policies and guidance documents, which have now been published on the Force Policy Library.

* Business Continuity Framework
* Bursary Scheme Practice Guide
* Learning and Development Framework
* Assessment and Internal Quality Assurance Framework
* Policing Public Sex Locations Practice Guide
* Joint Governance and Partnership Policy

The refreshed risk appetite statement has now been agreed by the Senior Leadership Team and Joint Audit Committee and has therefore been incorporated into the Risk Management and Assurance Mapping Framework.

Assurance Mapping is on hold until the Assurance Team is back to full capacity. While the work has been on hold James Sutton and Sian Wyn Jones have attended an online Assurance Mapping Course provided by the Chartered Institute of Internal Auditors which may change the focus of Assurance Mapping to be more risk based, this is being discussed further at the Senior Leadership Team.

A full review of all business continuity plans (BCP) is currently ongoing to capture any lessons learnt during COVID19 and to take into consideration the new agile working arrangements in place. In addition to this work is also progressing with creating BCPs for all business areas who previously didn’t have one. Additional support has been funded until September 2021 to complete this work.

Work also continues to formalise and implement the agreed reviewing and testing schedules.

The Scheme of Delegation has now been approved and adopted by the Chief Officer Group.

Work to refresh the terms of reference and produce a forward work plan for each of the strategic level boards is now complete.

The next phase of the review to review the sub groups commenced in May and is expected to be completed later this month.

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

SD questioned the approach with assurance mapping and why the whole force did not go through the assurance mapping process.

JS noted that agreement was that assurance mapping would be undertaken service area by service area and Finance and Resources was started as a pilot.

There was a lot of work undertaken and on reflection the extensiveness of the work was that it would be more a top down approach using the tool in high risk areas rather than assurance mapping the whole force. This will also include horizon scanning for upcoming events.

SD questioned what plans are in place now for business continuity, if each area has a plan and what testing is in place.

JS noted that all critical functions were previously reviewed and mapped which assisted in producing a matrix of critical areas which were scored critical, high, medium and low. Plans did not go below medium.

The pandemic has provided learning for the force especially with regards to the loss of staff or services being out of action for long periods of time.

A Recovery Group was established and graduated withdrawal of service for all areas were completed. These have formed a core part of business continuity areas.

Testing of business continuity plans was not a strong point and a testing schedule has been produced which will be owned by the Assurance Board.

SD and JP requested insight of the testing schedule for Business Continuity.

**ACTION – JS to share the business continuity testing schedule with SD and JP.**

A test schedule was set up and will be owned by the Assurance Board and run through.

RB noted that there is no reference to business continuity within the annual governance statement and that the report states that all actions are complete from the governance review.

It was agreed to change the wording to reflect that they are substantially complete.

**ACTION – KJ to amend the annual governance statement to reflect the governance review actions are substantially complete.**

**258. AGREE ANNUAL GOVERNANCE STATEMENT**

A working group was pulled together to produce the Annual Governance statement and GE has produced the first draft with KJ and SP have refined it.

Reviewing other Force’s statements has helped change our approach.

RB provided feedback on the document with regards to including further details on the 1 year settlement, increase in officers, impact and effectiveness of governance, IT and resilience.

JP also provided feedback on the document with regards to including further details on the staff survey, wellbeing, value for money and celebrating what has been achieved.

**ACTION – RB, SD and JP to send through observations / feedback on the Annual Governance Statement to KJ.**

**259. REVIEW OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS**

The Team have been working with TIAA and 6 audits have been finalised.

There has been 4 draft reports received and 1 report is due.

There are 2 audits booked in regarding fleet management and risk management.

AM noted that 5 CBNs have been completed and the new fraud alerts will be going on Fy Llais.

It was noted that it would be useful to know the themes from the audits as often there appears to be IT issues.

**260. REVIEW OF PUBLICATIONS ISSUED BY INTERNAL AUDIT**

Covered under item 259.

**261. REVIEW OF RECOMMENDATIONS FROM JOINT AUDIT COMMITTEE**

Nothing at present.

**263. REVIEW FORWARD WORK PLAN**

It was noted that it would be beneficial to include efficiency and effectiveness as a standing agenda item.

**ACTION – Stephanie Maddix to include efficiency and effectiveness as a standing agenda item.**

**264. ANY OTHER BUSINESS**

The introduction to the accounts has been prepared.

It was requested that where possible papers are distributed two weeks in advance, and that it is prepferable for documents to be combined in one PDF.

**ACTION – Stephanie Maddix to where possible distribute papers two weeks in advance of the meeting, and all documents to be combined in one PDF.**

**265. DATE OF NEXT MEETING**

26th August 2021 – 14:00