# Minutes of the Corporate Governance Group

# 15<sup>th</sup> February 2022

2.00 pm - 2.45pm

**Virtual Meeting: Teams** 

## Present:

Cllr. David Jenkins (DJ)	Executive Board Member (Resources) (Chair)
Paul Thomas (PT)	Assistant Chief Executive
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Alison Wood (AW)	People Services Manager
Linda Rees Jones (LRJ)	Head of Administration and Law
Gwyneth Ayers (GA)	Corporate Policy & Partnership Manager
John Williams (JW)	ICT Operations & Governance Manager
Nia Hughes (NH)	Business Support Supervisor

# **Apologies:**

Chris Moore (CM)	Director of Corporate Services
Noelwyn Daniel (ND)	Head of ICT
Cllr. Tina Higgins (TH)	Councillor

Item	Discussion / Action	Responsible
No.		Officer
1.	<u>Apologies</u>	
	As noted above.	RM
2.	Minutes of previous Meetings dated 10th December 2021 and Matters	
	Arising	
	<u>AOB</u>	
	Roger Thomas is the Chief Fire Officer for Mid and West Wales Fire	
	Service not Rhodri Thomas as stated in the previous minutes.	
3.	AGS	
	<u>Update on Actions – (All)</u>	
	A group discussion had been carried out in terms of reviewing /	
	updating the outstanding current Actions and HP updated the AGS	
	master template accordingly.	
	HP confirmed, updated papers to be shared in the next meeting.	НР
	Timetable for completion 2021/22	
	HP stated that the AGS will be updated and sent out shortly. To be	HP
	returned by the end of March 2022. HP will send to DJ to look over.	

4.	Internal Audit Report – AGS – Follow up Actions  HP reminded the group of the delivery of actions on the Internal Audit	ALL
	Report by April 2022.	ALL
5.	Council Performance Management Framework – (GA)	
	Francisco and Assurance Sections	FOR
	<ul> <li>Engagement and Assurance Sessions</li> <li>Engagement and Assurance Sessions have taken place with all</li> </ul>	INFO
	DMT's.	
	There is an emerging approach for future corporate strategy to	
	focus on thematic priorities which align with the new administration's commitments.	
	administration's commitments.	
6.	Information Governance – Verbal Update – (JW)	
	Since the last update, no breaches had been reported to the ICO.	
	However, there continued to be concerns regarding numerous e-mail	
	addresses being forwarded incorrectly. Management Team and HoS have been informed of this.	
	have been informed of this.	
	An update to be provided in the next meeting in relation to the	
	promoting of the Handling Personal Information Policy which has been	
	circulated to employees.	
	Require to continue raising awareness with regards to these errors.	
	The Cyber Security Stock-take Report has been approved by CMT. JW	
	to circulate to group members the Recommendations from the Report,	
	which are listed as follows:-	
	Enforce Multi-Factor Authentication (MFA) for all staff. This will	
	be a similar principal to on-line banking where you receive a	
	secure code or text message to your mobile phone to confirm	
	identity. Work with HR on how this could possibly be	
	implemented into new staff contracts and service areas to raise	
	awareness of the benefits of using MFA.	
	<ul> <li>Service areas need to prepare for cyber incidents by having</li> </ul>	
	Business Continuity plans that do not rely on IT – if systems	
	needed to be restored from backup, there is a time for recovery	
	during which there would be no access to IT systems.	
	ICT Services to carry out testing of DR plans to determine how  long it would take to recover a system from tane (offline).	
	long it would take to recover a system from tape (offline backups).	
	<ul> <li>Penetration testing – vulnerability scanning is carried out</li> </ul>	
	regularly but there is value in having an ethical hacker attempt	
	. Soulding out there is value in having an ethical hacker attempt	

	to break into IT systems in the same way as their black-hat		
	counterpart would.		
	Continue to develop and evolve the Cyber Incident Response		
	Plan to reflect emerging cyber risks.		
	Procurement of new Cyber Awareness Training for all		
	staff. Welsh Government have already funded training for		
	Councillors.		
	Councillors.		
	2 Actions being:-		
	Action Plan from the Report.		
	Figures and feedback from the Phishing Exercise to be brought		
	back to the group.		
	Information Governance – Informal Group Actions/Minutes – (Last		
	meeting cancelled, therefore no minutes to share)		
	As stated above.		
	715 Stated above.		
7.	Performance and governance of principal councils (Local Government		
	and Elections Bill (Wales) - Update		
	There were no further updates regarding panel assessments. These will	FOR	
	be undertaken when in the new administration is in place.	INFO	
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8.	Corporate Joint Committees (CJCs) – Verbal Update – (LRJ)		
	An Inaugural Meeting took place. Cllr Rob Stewart from Swansea		
	County Council is the Chair and Cllr Emlyn Dole is the Vice Chair.		
		FOR	
	Monitoring will be undertaken by Neath Port Talbot Council Chief	INFO	
	Executive. The budget has been set at £60,000. There are no staff at		
	the moment, but NPT will be recruiting a Project Officer.		
9.	CRWG – Verbal Update – (LRJ)		
	Protocol on Representations to the County Council on Planning		
	Applications was taken to Full Council.		
	Following the Full Council meeting LRJ contacted the 2 members of		
	CRWG who had voted against the protocol to advise that objections		
	should have been raised at the CRWG meeting not at Full Council.		
	Cllr Ken Lloyd is the new chair of CRWG.		
10.	Monitoring Outputs of Carmarthenshire CC led projects		
	AGREED to be deferred until March 2022.		
11.	Planning Service Governance Arrangements – (HP)		
	Audit Wales are happy with the steps that have been taken and a new		
	HOS has been appointed therefore this can now be removed from the		
	Agenda.		
		<del></del>	

## 12. Any Other Business

The following items had been raised:-

## • Staff Reward Scheme

The above scheme has been launched. A Governance group has been established to monitor what companies are taking part in the scheme. Terms of Reference will be established.

LRJ to check with Gaynor Morgans who should attend the meeting instead of Cllr Mair Stephens.

LRJ

Chair thanked all present for their attendance and contribution and called the meeting to a close at 2.45 pm.