
Strategic Governance Board

To be held in the Vinnitsa Room on
Thursday, 19 November, 2009 from 12.30pm to 2.00pm

Agenda

- 1. Update on the Board's Programme of Work (David Blackburn)**
- 2. Comprehensive Area Assessment (Christina Wells and Steven Pilsworth)**
 - Latest requirements for the assessment, when is the next assessment due and who is going to coordinate responses?
 - Mapping out of response to the PwC assessment for use of resources such as procurement savings, national indicator data collection and growth agenda governance.
 - Creation of a Governance Hub to provide shared access to latest information and policies.
- 3. Annual Governance Statement (Steve Crabtree)**
 - Questionnaires for Directors / Heads of Service to obtain assurance and consideration of any fundamental changes to governance arrangements that need to be reflected in the Annual Governance Statement.
 - Update on the key actions which needed addressing.
- 4. Information Governance (Diane Baker and Catriona Taylor)**
 - New mandatory requirements for the marking and security handling of personal information.
 - Introduction of an Information Governance Framework.
- 5. Other Governance Issues: Quick Progress Reports/Updates**
 - **Risk Management (Stuart Hamilton)**
Development of risk management in the Council, updating of strategic risk register and review by CMT and incident management.
 - **HR Policy Development (Mike Kealey)**
Process and programme for development of HR policies.
 - **Ethics and Standards (Diane Baker and Kim Sawyer)**
Update on how this is being developed for Members and officers.

- **Audit Overview (Steve Crabtree)**
Governance issues identified from Internal Audit / External Audit reports.

6. Approval of Additions to the Board's Programme of Work and Identification of Lead Officers for new items (Helen Edwards and David Blackburn)

7. Date and Time of Next Meeting

Circulation:

Permanent Membership

- Solicitor to the Council (Chairman) – Helen Edwards
- Head of Human Resources – Mike Kealey
- Head of Corporate Services – Steven Pilsworth
- Heads of Legal – Emma Black and Kim Sawyer
- Chief Internal Auditor – Steve Crabtree
- Compliance and Ethical Standards Manager – Diane Baker
- Head of Business Support, City Services – Steve Ward
- Head of Strategic Improvement and Partnership Division – Christina Wells
- Resilience Services Manager – Stuart Hamilton
- Principal Democratic Services Officer – David Blackburn
- Corporate Governance Manager – Carol Tilley

Standing Invitation to Attend Meetings

- Cabinet Member for Resources – Councillor David Seaton
- Chairman of the Audit Committee – Councillor Matthew Dalton
- Chairman of Standards Committee – Steve Boast
- Chief Executive – Gillian Beasley

For any further information about the Strategic Governance Board, the agenda or the Board's work programme please contact David Blackburn on 01733 452325 or david.blackburn@peterborough.gov.uk.