

**Corporate Governance Improvement Work identified for 2019-2020**

**Action Plan – six month progress update 01.04.19 to 30.09.19**

Key Improvement Area	Lead Officer	Progress
<p>1. Integrated Impact Assessment:</p> <ul style="list-style-type: none"> <li>review and evaluate the revised Integrated Impact Assessment Tool</li> </ul>	<p><b>Caryn Furlow - Harris</b></p>	<p>The revised Integrated Impact Assessment tool was circulated to staff at the end of April 2019. A review and evaluation will be undertaken in spring 2020 to ensure the revised IIA tool is embedded into practice.</p> <p>Following the request from Members to have the IIA first stage screenings as appendices to reports – this is now regular practice.</p>
<p>2. General Data Protection Regulation (GDPR):</p> <ul style="list-style-type: none"> <li>monitoring of arrangements</li> </ul>	<p><b>Craig Griffiths</b></p>	<p>The Information Governance team transferred to Legal Services in mid-September 2019 and a programme of work is ongoing with the Information Governance Team to consider the future work streams of the section.</p> <p>Work is presently ongoing to conclude the initial school development programme in respect of GDPR and it is estimated that this initial work will be undertaken by the end of 2019, with ongoing review in 2020.</p> <p>A work stream is presently under consideration with the team to determine how best the Council can continue to demonstrate compliance with GDPR and Data</p>

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		<p>Protection principles and a work programme will commence where officers will engage with internal sections and Accountable Managers to assist in demonstrating compliance with GDPR.</p> <p>Discussions are to be had with Internal Audit as to how GDPR issues can be implemented in audit processes as well. In the interim the Records Officers are obtaining accredited qualifications in data protection compliance and data protection principles with external bodies to assist the Council in fulfilling its legal obligations.</p>
<p>3. Information Management:</p> <ul style="list-style-type: none"> <li>• update the Information Strategy and bring forward for approval</li> </ul>	<p><b>Karen Jones</b></p>	<p>Responsibility for updating the Strategy sits with the SIRO. A report has been drafted and will be finalised by the end of 2019-20.</p>
<p>4. Corporate Performance Management System:</p> <p>4.1 review system implementation / benefits maximised</p>	<p><b>Caryn Furlow - Harris</b></p>	<p>A client review has been arranged with CAMMS (software providers) on 18th October 2019 to review implementation and post implementation of the system. Some preparatory work has commenced ahead of undertaking a Snap survey of CPMS system users during the month of November 2019 to gauge feedback.</p>

## Appendix 1

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4.2 support performance scrutiny review		<p>We are also looking to align this internal work with the review planned to be undertaken by the Wales Audit Office, early in 2020.</p> <p>A programme of briefings for elected members is being developed to establish how the system can support Members in discharging their roles in relation to performance management.</p>
5. Review of the Council's collaborative / regional working arrangements	<p><b>Karen Jones</b></p>	<p>At the meeting of the Chairs and Vice Chairs forum on the 17th September 2019, the Group were presented with the Welsh Local Government Association's Compendium of Shared Services. This had been updated by Democratic Services Officers to identify which Scrutiny Committee has responsibility for the collaboration and the last time information about those arrangements had been reported to that Committee.</p> <p>Each scrutiny committee will consider the arrangements as a part of their Forward Work Programmes.</p>