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GOVERNANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 14 DECEMBER 2020

Present: Councillors Keogh (Chair), Kataria (Vice-Chair), G Galton, Professor Margetts, White and Windle

Apologies: Councillors Harwood

25. **APOLOGIES**

Apologies were received from Councillor Harwood.

26. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes for the Committee meeting on 16 November 2020 be approved and signed as a correct record.

27. **HUMAN RESOURCES QUARTERLY REPORT ABSENCE DATA**

The Committee received and noted the report of the Service Director, Human Resources and Organisational Development detailing staff employment data for September, October and November 2020.

The Committee noted that whilst the figures for general illnesses had decreased with the introduction of staff working from home, some members of staff had contracted Covid 19 and it was therefore difficult to compare overall sickness figures with the previous year. There was a need for a valid comparison of overall figures going forward, together with a better understanding of movement and trends, and it was agreed that the data should be expressed in different ways for future reports to aid this issue.

28. **ANNUAL REPORT ON INTERNAL AND LOCAL GOVERNMENT OMBUDSMAN COMPLAINTS 2019/2020**

The Committee received and noted the report of the Service Director, Legal and Governance detailing the Annual Report on Internal Complaints/Local Government Ombudsman Complaints 2019/20.

The Committee particularly noted that good communication with the public regarding complaints was crucial and that many steps had been taken in this direction including streamlining of leaflets, changes to the Council's website and the introduction of further robust policies.

29. **INTERNAL AUDIT PROGRESS REPORT 2020/21**

The Committee received and noted the report of the Chief Internal Auditor detailing the Internal Audit Progress report for the period 15 September to 30 November 2020.

The Committee noted that the audit plan was required to be more flexible this year due to the additional work created by the pandemic. The Committee further noted that there were no areas of "no assurance". The Internal Audit team was thanked for their work in such exceptional circumstances.

30. **TAX EVASION POLICY**

The Committee considered the report of the Chief Internal Auditor seeking approval of the tax evasion policy.

The Committee noted that relevant staff would go on a training programme in order to provide complete clarity of the policy.

RESOLVED: that approval be given to the Tax Evasion Policy.

31. **ANNUAL REVIEW OF HEALTH AND SOCIAL CARE CONTRACTS MANAGED BY THE ICU**

The Committee considered and noted the report of the Director of Quality and Integration detailing the annual review of health and social care contracts managed by the Integrated Commissioning Unit.

The Committee noted that whilst details of any contract could be sought from officers, in future it would be reassuring to receive more written detail in the report and suggested that two or three contract case studies, which demonstrated best value for money/good quality, be attached as appendices to future annual reports.

RESOLVED:

- (i) That the report's contents and work of the Integrated Commissioning Unit ensuring contracts with external agencies were properly managed, provide good quality and best value for money be noted;
- (ii) That the contract and procurement-related actions taken to date by the ICU in response to the Covid 19 emergency be noted; and
- (iii) That future annual reports include two or three contract case studies which demonstrated good quality and best value for money.