

6 March 2019

Regulatory & Governance Committee

Chair's Update Report

Report of: Cllr Louise Rowlands – Chair of the Regulatory & Governance

Wards Affected: All Wards

This report is: Public

GDPR Update

A GDPR update was made to the November Regulatory & Governance meeting setting out in detail the works undertaken to date and the future work planned to embed compliance throughout the council. The Committee agreed to the actions identified in the report.

Mr Lee Henley, the Council's Data protection Officer, attended the meeting and answered members questions.

Advice has been sought regarding indemnity insurance for members following previous requests from the Chair and other members that they would be covered during the course of undertaking council business. The Council's Insurers have advised that they would be covered as the Council are the data controllers but would need to be considered on a 'case by case' basis. The cover is for legal expenses but not for any possible fine in the case of a breach.

General Data Bodies – Website Accessibility Regulations 2018

Members received a report which updates them on the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 which came into effect on the 23 September 2018. The report provided detail on the key dates of the new regulations and the list proposed actions at this stage to assist with ensuring compliance.

Business Continuity Policy/Strategy

Members were advised that as the Council was a Category 1 Responder under the Civil Contingencies Act 2004 it had responsibility to put business continuity management arrangements into place.

Work had been undertaken to review and develop a new Business Continuity Policy and Strategy which was intended to ensure that the Council's services can continue to operate and deliver essential services to the community as required.

The Business Continuity Strategy outlines a 3-year programme of key actions for the continual development of business continuity plans, through the ongoing review and exercising of all plans.

Strategic and Operational Risk

The governance arrangements set out in the 'Insurance & Risk Management Strategy' and terms of reference of committees from the Council's constitution require the Regulatory & Governance Committee to review the strategic risks every quarter and confirm they are confident that the risks associated within the register are those which are strategic and relevant to the organisation at this point in time and the considered future.

As previously agreed by the committee as part of the revised Insurance & Risk Management Strategy 2018 a new risk ranking table had been developed. Due to this change only the Strategic Risks would be presented to this committee, as further work was required on the Operational risks.

The report updated the committee on the status of the Council's 2018/19 Strategic Risk Register. As previously requested by the committee risks were added to the Strategic register for Brexit and Treasury Management.

Monitoring of Council – Freedom of Information and Members requests

Members requests

Members will be aware that a new members request system was introduced in October last year. Following the introduction a review has begun with a report made to the Audit & Scrutiny Committee in January identifying initial comments from members regarding the new system.

An update report will be made to the Audit & Scrutiny Committee in March 2019. It is considered that it would be appropriate that following any further changes that are made to the system that a report is made to the Regulatory Committee regarding the process for Members requests.

Freedom of Information requests

The Council is due to change to a new software system for Freedom of Information requests which will provide a more efficient and effective process for both users and the council. As above it is considered that it would be more appropriate that a report is made to the Regulatory & Governance Committee regarding the process under the proposed new system.

Report Author Contact Details:

Name: Claire Mayhew, Corporate and Democratic Services Manager

Telephone: 01277 312741

E-mail: claire.mayhew@brentwood.gov.uk