Governance Report to Audit Committee

14th December 2020

CONTRIBUTION LIST

Service Area:	Responsible:
LGSS Contract Management Risk/policies/emergency planning/AOB Temporary workers GDPR H & S	Stuart McGregor Jo Bonham Karen Middleton David Taylor Julian Bissaker

1. LGSS Contract Management:

- LGSS no longer exists – disbanded 1st December 2020
- NBC is directly supported by NCC, MKC and CCC delivering the services through to Unitary
- KPI's and management information to be provided by the 3 lead authorities

2. Risk registers:

- Brexit risk register – ongoing live document.
- Covid risk register – updated weekly when relevant
- Corporate risk register – Q3 2020/2021 to be completed during December 2020/January 2021 (Appendix 3)

3. Emergency Planning:

- Business continuity plans to be finalised – Covid-19
- Duty rota and calendars to be updated to Unitary 2021
- Involvement with LGR unitary team to discuss how emergency planning will be delivered in the two unitaries
- Task and finish group set up to deal with Covid-19 planning – plans are in place to deal with any potential issues
- Covid-19 FAQ's prepared and communicated to all staff
- SCG and TCG in place to deal with the Covid response

4. Temporary Worker Register

- See appendix 2

5. Health & Safety:

Accident / Incident Statistics 2020/21

	April	May	June	July	August	September	October	November	December	January	February	March	
Borough Secretary													**0**
Customers and Communities	1	2		2	1	2	4	1					**13**
Housing & Wellbeing	1	1	3			2	2	1					**10**
LGSS							1	2					**3**
Chief Finance Officer													**0**
Chief Executive													**0**
Planning						1							**1**
Economy, Assets & Culture	5		7	7	5	11	6	4					**45**
Grand Total 20/21	**7**	**3**	**10**	**9**	**6**	**16**	**13**	**8**	**0**	**0**	**0**	**0**	**72**

Accident / Incident Statistics 2019/20

	April	May	June	July	August	September	October	November	December	January	February	March	
Borough Secretary		1		1						1	1		**4**
Customers and Communities	2	2	1	1	5	7	5	4	4	5	5		**41**
Housing & Wellbeing	2			2			3		1	6			**14**
LGSS									1		1	1	**3**
Chief Finance Officer													**0**
Chief Executive													**0**
Planning	1			1		2		1			1		**6**
Economy, Assets & Culture	3		1	3	4	6	1	2	5	8	6	1	**40**
Grand Total 19/20	**8**	**3**	**2**	**8**	**9**	**15**	**9**	**7**	**11**	**20**	**14**	**2**	**108**

Type of Accident / Incident 2020/21													
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Aggressive behaviour including verbal abuse	5	3	6	1	2	8	7	4					36
Dangerous occurrence													0
Exposed to fire or explosion													0
Exposed to, or in contact with hazardous substance							1	1					2
Fall from Height					1								1
Hit by a moving vehicle													0
Injured by an animal or insect													0
Injured while handling, lifting, and carrying													0
Medical condition			2	2	1		3						8
Near miss	1		2	3	2	2	1	1					12
Other	1					1		2					4
Physical assault													0
Property and plant damage as a result of an accident													0
Needle Stick Injury													0
Road traffic accident						1							1
Slip, trip and fall on the same level				2		1	1						4
Theft/Damage						1							1
Struck by moving, flying, falling parts or objects													0
Struck, caught, trapped by something fixed or stationery				1		2							3
Grand Total	7	3	10	9	6	16	13	8	0	0	0	0	72

6. GDPR:

April – November 2020

Service	Total	Reportable Breaches	Non Reportable	Non Breaches	Deferred to another controller	Investigation ongoing	Procedure improvement	Correct Data Set	Update contact details	Staff Training	Notes
Borough Secretary A3	0	0	0	0	0	0	0	0	0	0	
Customers and Communities A7	1	0	1	0	0	0	0	1	0	0	* Website search engine error. Providing returns on SPOC and rota.
Economy Assets and Culture A9	0	0	0	0	0	0	0	0	0	0	
Finance and Governance A13	1	0	0	1	0	0	0	0	0	0	

											Notes
Planning A20	5	0	4	1	0	0	1	0	0	3	* Private number on website * Email addresses CC'd rather than BCC'd on bulk send out. * Email address shared with neighbour * Staff member personal moble number passed to member of the public.
CTax & HB (LGSS) A5	4	0	3	1	0	0	0	0	1	2	* Document sent to old address. * Email to wrong address * Internal memo sent to external recipient.
Cllr A4	0	0	0	0	0	0	0	0	0	0	
Environmental Health A10	0	0	0	0	0	0	0	0	0	0	
HR and Payroll A15	0	0	0	0	0	0	0	0	0	0	
Post Room A21	1	0	0	1	0	0	0	0	0	0	
Housing and Wellbeing A14	3	0	1	2	0	0	0	0	0	1	* Email to wrong recipient.
Community Safety and Engagement A6	0	0	0	0	0	0	0	0	0	0	
Democratic Services A8	1	0	0	1	0	0	0	0	0	0	
NNDR A18	0	0	0	0	0	0	0	0	0	0	
External Agency A11	0	0	0	0	0	0	0	0	0	0	
External Contractor A12	0	0	0	0	0	0	0	0	0	0	
NLT A17	0	0	0	0	0	0	0	0	0	0	
NPH A19	0	0	0	0	0	0	0	0	0	0	
Total	16	0	9	7	0	0	1	1	1	6	

7. AOB:

- The Governance team are involved in various workstreams for unitary including:

    Business Intelligence
    Emergency Planning
    Data Protection
    Health & Safety
    Learning & Development
    Audit and risk
    ICT
    County & District/Borough closedown
    HR & Payroll
    Change champions