



Governance Report to Audit Committee

25th March 2021

CONTRIBUTION LIST

Service Area:	Responsible:
Partner service providers Risk/policies/emergency planning/AOB GDPR H & S	Stuart McGregor Jo Bonham David Taylor Julian Bissaker

1. Partner service providers:

- NBC is directly supported by NCC, MKC and CCC delivering the services through to Unitary
- KPI's and management information is provided by the 3 lead authorities
- These meetings will continue and information will be presented to the West Northamptonshire authority (WNC).

2. Risk registers:

- There has been no update to the NBC Corporate Risk Register for Q4 2020/2021.
- A Corporate Risk Register has been developed by the WNC with engagement by Senior Management amalgamating the information supplied on Corporate registers by the Districts and Boroughs. The Corporate Risk Register has not yet been made public at this time.

3. Emergency Planning:

- Tactical Command Group and the Strategic Command Group continue to meet weekly to manage the Covid-19 response.
- Emergency planning will be hosted by the North authority and will provide Emergency Planning to the West Northamptonshire authority.
- The plan is to have separate teams will provide cover for the Covid-19 response and for the wider Emergency planning service for Northamptonshire.

4. Health & Safety:

- Health and Safety will transfer to HR Advisory in the Corporate Services Directorate in WNC.
- Outstanding audit and inspection recommendations will be transferred to the new team for completion.

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	1		1		15
Housing & Wellbeing	1	1	3			2	2	1		2			12
LGSS							1	2					3
NPH									2	1			2
Chief Finance Officer													0
Chief Executive													0
Planning						1							1
Economy, Assets & Culture	5		7	7	5	11	6	4	7	5	3		60
Grand Total 20/21	7	3	10	9	6	16	13	8	10	8	4	0	94

**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

5. GDPR:

April 2020 – February 2021

Overall		Improvement									
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	0	0	0	0	0	0	0	0	0	0	
Customers and Communities	1	0	1	0	0	0	0	1	0	0	* Website search engine error. Providing returns on SPOC and rota.
Economy Assets and Culture	0	0	0	0	0	0	0	0	0	0	
Finance and Governance	1	0	0	1	0	0	0	0	0	0	
Planning	5	0	4	1	0	0	1	0	0	3	* Private number on website * Email address shared with neighbour * Staff member personal mobile number passed to member of the public. * Email addresses CC'd rather than BCC'd on bulk send out.
CTax & HB (LGSS)	6	0	3	3	0	0	0	0	1	2	* Document sent to old address. * Email to wrong address * Internal memo sent to external recipient.
Clir	0	0	0	0	0	0	0	0	0	0	
Environmental Health	0	0	0	0	0	0	0	0	0	0	
HR and Payroll	1	0	1	0	0	0	1	0	0	0	* Offer letter sent to wrong applicant.
Post Room	1	0	0	1	0	0	0	0	0	0	

Housing and Wellbeing	3	0	1	2	0	0	0	0	0	1	* Email to wrong recipient.
Community Safety and Engagement	0	0	0	0	0	0	0	0	0	0	
Democratic Services	2	0	0	2	0	0	0	0	0	0	
NNDR	0	0	0	0	0	0	0	0	0	0	
External Agency	0	0	0	0	0	0	0	0	0	0	
External Contractor	0	0	0	0	0	0	0	0	0	0	
NLT	0	0	0	0	0	0	0	0	0	0	
NPH	0	0	0	0	0	0	0	0	0	0	
Total	20	0	10	10	0	0	2	1	1	6	

- Data Protection will transfer to the Legal & Democratic Services Directorate in WNC.

6. AOB:

- The remaining Governance team services will be transferred into the following Directorates in West Northamptonshire:

Performance reporting - Business Intelligence – Corporate Services

FOI – Legal & Democratic Services

Learning & Development – North Northamptonshire will host both authorities

Audit, internal control and risk – Finance Directorate

HR & Payroll – HR Advisory – Corporate Services