

Report to:	MSMTM
Report by:	Helen Gardner-Swift, Head of Corporate Services
Meeting Date:	6 October 2020
Subject/ Title: (and VC no)	Review of key documents: VC138658 Governance Arrangements VC138656 Governance Reporting Arrangements VC138655
Attached Papers (title and VC no)	None

Purpose of report

1. Following an ad hoc review of each, to submit the following two key documents for approval by the Senior Management Team (SMT):
 - (i) Governance Arrangements - VC138656
 - (ii) Governance Reporting Arrangements - VC138655

Recommendation and actions

2. I recommend
 - (i) the SMT approve the revised key documents
 - (a) Governance Arrangements (GA) - VC138656
 - (b) Governance Reporting Arrangements (GRA) - VC138655
 - (ii) this report is published in full as set out in paragraph 14.

Executive summary

3. Following the temporary closure of our office premises due to the impact of the Covid-19 pandemic on 23 March 2020, interim governance arrangements were put in place on 2 April 2020. Business continuity arrangements have also been put in place and, at the present time, all members of staff are working remotely, with secure access to our office systems. At the time of writing this report, it is not known when the office premises will re-open.
4. The interim governance arrangements have now been incorporated into the GA and this ensures that our governance arrangements remain strong and appropriate in the current working circumstances.
5. Governance reporting is continuing and the review of the governance reporting arrangements ensures that these arrangements are also up to date, appropriate and accord with our reporting requirements.

Risk impact

6. Each of the reviewed and updated key documents mitigate against the risk of not having effective and robust governance arrangements in place.

Equalities impact

7. No equalities impact arises directly from this report.

Privacy impact

8. No privacy impact arises directly from this report.

Resources impact

9. The GRA are resource intensive and the work undertaken is met from current resources.

Operational/ strategic plan impact

10. None

Records management impact (including any key documents actions)

11. None

Consultation and Communication

12. The SMT have been consulted on the review of both documents and their comments and suggested amendments have been taken into account
13. The review of the key documents will be communicated by the MSMTM minute and publication of the committee report.

Publication

14. This committee report should be published in full.