



## **Veritau North Yorkshire Limited**

Meeting of the Board of Directors - Minutes

County Hall, Northallerton

1.30pm - 11 July 2018

### Board Members in Attendance

Karen Iveson (KI) - chair

Sian Moore (SM)

Richard Smith (RS)

Max Thomas (MT)

### Also in Attendance

Hayley Humphreys - Veritau (minutes)

- 1 Apologies, preliminaries & introductions  
Apologies received from Anton Hodge and Louise Branford White
- 2 Appointment of new chair  
SM's term as chair has now ended and she announced she was stepping down from the role - she was thanked by the board for her contributions over the last two years. KI was proposed and approved as the new chair.
- 3 Declarations of interests  
None
- 4 Announcements  
None
- 5 Minutes of the meeting held on 29 March 2018  
Approved
- 6 Update on outstanding actions  
No outstanding actions.
- 7 2017/18 Letter of Representation  
The letter of representation to the auditors was discussed by the board. It was noted that some minor updates to the content of the letter from previous years were required. The letter was approved to be signed.

- 8 2017/18 audit findings report  
The board reviewed the report from the auditors setting out their findings. No internal audit control issues were highlighted. While there are a few items of work to finalise the auditors expected to issue an unmodified opinion. A number of minor adjustments to accounting entries were required for the accounts including accruals for audit fees (£835) and PRP payments (£1,043). The report was noted by the board.
- 9 2017/18 statement of accounts  
After discussion, the board approved the accounts for signing.
- 10 2017/18 annual report  
The report was discussed. Directors queried the relatively low level of staff turnover. The rapid expansion of information governance and DPO services was noted as a significant factor in the growth of group business and a priority over the coming year. Sickness absence levels were also discussed.  
  
The board noted the report
- 11 Staff Survey  
The Board noted that overall, responses were good. However, the need to continue to improve communication and ensure employees are able to voice issues and challenge views was noted.
- 12 Client satisfaction survey  
Survey responses were generally positive although management accept there are areas for improvement. The reasons for negative responses in some areas were discussed - it was accepted that given the nature of the work of internal audit, these will be expected from time to time. The relatively low response rate was queried - MT suggested that surveys be issued personally by senior managers next year, to try to encourage participation.
- 13 2018/19 finance and performance update  
The board discussed ongoing changes to the information governance team required to meet the growth of DPO services. A new information governance manager is now in post and the team will require further recruitment in order to meet demand for services. Recent contract extensions agreed with each of the member councils was also discussed.  
  
It was noted that the proposed changes to pension arrangements would not proceed as planned. Consultation with employees indicated a strong negative perception of the change. Having listened to comments, a new arrangement is proposed. A new pension scheme will be operated in parallel with existing LGPS arrangements. This will offer employees greater choice while continuing to allow access to the LGPS scheme. The board approved the proposal.
- 14 Any other business  
Updated service contracts are being prepared for each of the directors, to reflect GDPR requirements.

Date of next meeting

Friday 7 December 2018 at 9.15 am  
Oak Room, County Hall, Northallerton