

**Meeting of the Board of Directors
Carr Meeting Room, West Offices, York
4.00 pm – 11 July 2018**

Attendees

Gary Fielding (GF)
Ian Floyd (IF)
Richard Smith (RS)
Max Thomas (MT)

Observers

Cllr Mary Cannon (CYC)
Cllr Cliff Lunn (NYCC)

- 1 Apologies, preliminaries and introductions
Apologies received from Cllr Gillies & Cllr Dadd
- 2 Declarations of interest
None
- 3 Announcements
None
- 4 Minutes of the meeting held on 28 March 2018
Approved
- 5 Update on outstanding actions
The revisions to the budget requested by the Board at the last meeting is included on the agenda at item 10.
- 6 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.
- 7 2017/18 audit findings report
The board reviewed the report from the auditors setting out their findings. No internal audit control issues were highlighted and the auditors expected to issue an unmodified opinion. A number of minor adjustments were highlighted by the auditors including accruals for audit fees and PRP payments. The report was noted by the board.
- 8 2017/18 statement of accounts
Following discussion, the accounts were approved for signing.

- 9 2017/18 annual report
The Directors discussed issues around the growth of DPO services and its importance to the business. The report was noted.
- 10 2018/19 revised budget
At the time the original budget was set, DPO services were expanding rapidly and actual levels of service were difficult to predict. The directors therefore requested that a revised budget be brought for consideration at this meeting. The budget presented reflects current estimates of DPO income and costs associated with delivering the service (principally increased employee costs). Following discussion, the revised budget was approved.
- 11 Staff survey
The Board discussed the responses and noted that they remained relatively consistent with previous years, overall. Possible reasons for relatively lower levels of satisfaction in some areas were discussed. The report was noted.
- 12 Client satisfaction survey
The board were satisfied with the results of the survey, overall, and recognised that some negative responses are expected given the type of work Veritau delivers. The low response rate was discussed - MT noted that he was intending to ask Veritau managers to issue surveys personally next year to try to encourage engagement.
- 13 2018/19 finance and performance update report
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.
- 14 Recruitment and retention update
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.
- 15 Any other urgent business
Updated service contracts are being prepared for each of the directors, to reflect GDPR requirements.

Date of Next Meeting: Wednesday 9 January 2019 at 2.30 pm
Oak room, County Hall, Northallerton