



Governance & Legal Services Control Environment Update Report Sep. 2021

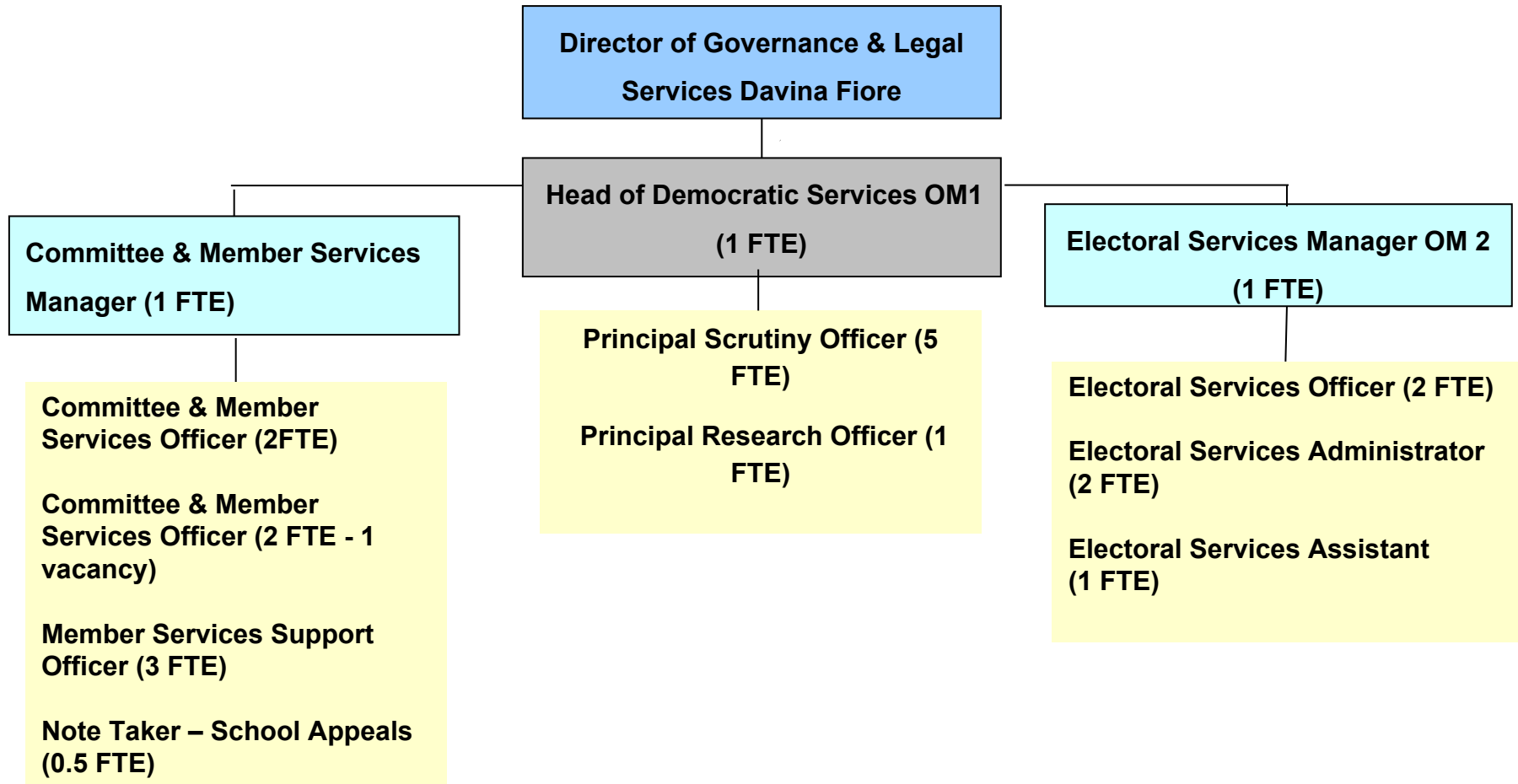
Davina Fiore, Director, Governance and
Legal Services & Monitoring Officer



Gweithio dros Gaerdydd, gweithio gyda'n gilydd
Working for Cardiff, working together



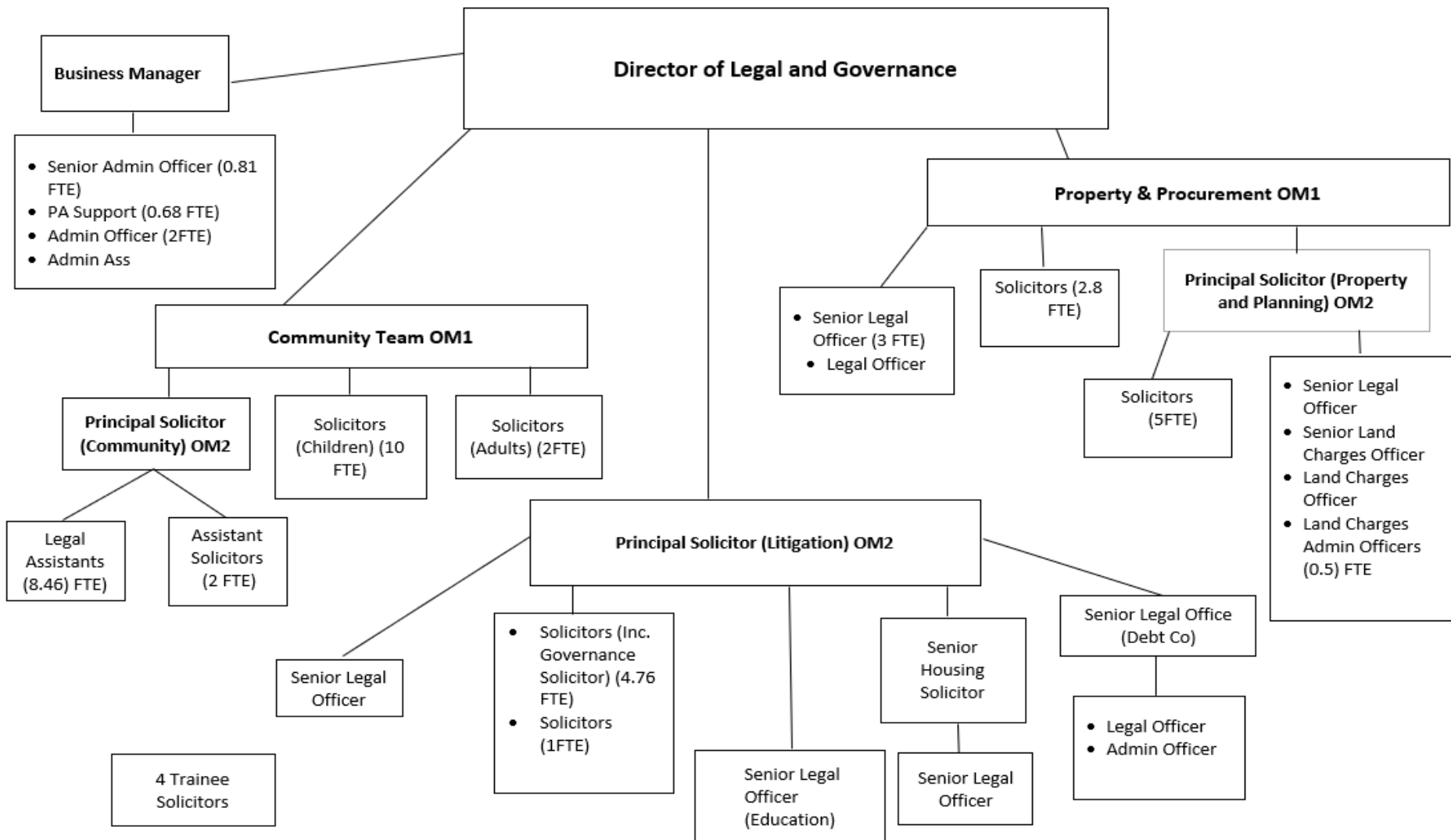
Organisation Chart for Democratic Services



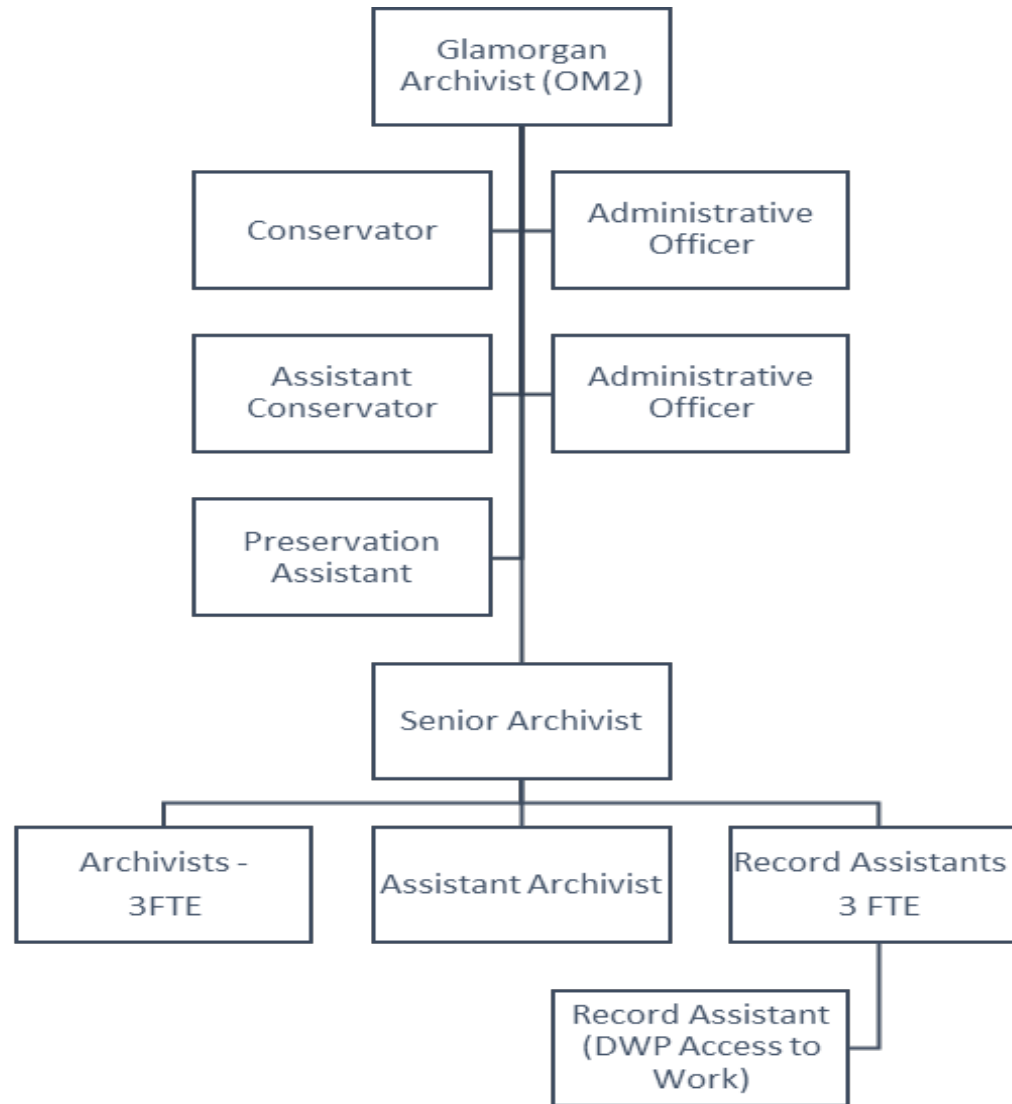
The staffing structure of Electoral Services is subject of a re-organisation



Organisation Chart for Legal Services



Organisation Chart for Glamorgan Archives



Directorate Management Team

- Meets weekly
- Monitors budget, audit actions, risk, workforce planning and any performance issues



Directorate Risk Register

- Legal Services - significant overspend in relation to an increase in complex childcare cases
- City Deal - inadequate notice to the accountable body of complex legal issues
- Lack of capacity in client departments, Social Services in particular, and other client departments giving insufficient time to deal with complex legal issues
- Local Land Charges transfer to the Land Registry – loss of Income
- Councillors not conducting themselves in an appropriate manner- reputational impact
- Failure of the Conference System preventing Council and other meetings from being simultaneous translated and webcast & preventing development of meetings in multiple locations/hybrid meetings as required



Internal Audit/Assurance Table

Audit	Report Status	Assurance Rating	Outstanding Actions	Completed Actions	Total Actions	Implementation Status
2019/20						
Ethics and Values - gifts and hospitality	Final	Effective with opportunity for improvement	0	3	3	Completed
Ethics and Values - Disclosure of Business and Personal Interests	Final	Effective with opportunity for improvement	0	2	2	Completed
Audit of Scrutiny Functions	Final	Effective with opportunity for improvement	1	4	5	1 due 31.01.22
Governance & Legal Services - Health and Safety	Final	Effective with opportunity for improvement	0	5	5	Completed
Governance and Legal Services - Asset Management	Final	Effective with opportunity for improvement	0	1	1	Completed
2020/21						
Codes of Conduct	Final	Effective	0	1	1	Completed
Commissioning and Procurement - Governance & Legal	Final	Effective	0	2	2	Completed
Income and Debtors - Governance and Legal Services	Final	Effective	1	2	3	1 Due 30.11.21
2021/22						
Members Remuneration and Allowances	Final	Effective with opportunity for improvement	2	0	2	2 Due 30.09.21



Corporate Performance Indicators

Key Performance Indicators (Outcome based where possible)	2018-19 Result	2019-20 Result	2020- 21 Result	2021-22 Target
The total number of webcast hits – ALL MEETINGS [to include Council, Planning, Scrutiny, Cabinet & Audit]	4,991 [excl Cabinet & Audit]	8,869	15,557	12,500
The percentage of voter registration	89.3%	93.4%	90.2%	90.0
The number of wards where the percentage of voter registration is over 90%		23/29	18/29	20/29



Senior Management Assurance Statement

	Not in Place	Limited Application	Mixed Application	Strong Application	Embedded
Risk				✓	
Future Generations Act			✓		
Compliance				✓	
Project Initiation				✓	
Budget				✓	
Planning and Decision Making			✓		
Control				✓	
Fraud				✓	
Performance			✓		



External Assurance/Performance Management

- Legal Services – Lexcel quality accreditation – no non compliance and 23 areas of good practise
- Positive inspection by Investigatory Powers Commissioner
- Archives Service Accreditation from National Archives
- Electoral Commission Pls



Value for Money

- Retendered legal research package – saving of £30k, to reinvest in legal services case management system
- Currently tendering for:
 - legal services case management system
 - conference system for to deliver multi locational meetings
- Vacating office space in County Hall for services relocating from Wilcox House



Thank you for listening.

Any Questions?

