

Extract from the minutes of the Governance and Audit Committee meeting on 11 October 2016

27. Review of the Council's Ethical Governance Policies

Andrew Weavers introduced the report, which comes to the Committee each year, which requests that the following policies be reviewed;

- * Anti-Fraud and Corruption
- * Whistleblowing
- * Anti-Money Laundering
- * Covert Surveillance
- * Corporate Information Security
- * Data Protection

The report also requests that the revised policies are recommended to Council to be included in the Council's Policy Framework.

Andrew Weavers went through the policies and highlighted whether any revisions had taken place during the year. With regard to the Anti-Fraud and Corruption Policy, Andrew Weavers stated that it had been reviewed and was deemed fit for purpose, the only alteration is that any allegations of benefit fraud are to be referred to the Department of Work and Pensions for investigation, rather than previous having been dealt with Colchester Borough Council staff.

With regard to the Whistleblowing Policy, Andrew weavers said that there had been no change in the policy as it remains fit for purpose. Mr Weavers also stated that there had been no instances of whistleblowing during the financial year; the Council has a secure whistleblowing e-mail address that is monitored by the Monitoring Officer, the Corporate Governance Manager and the Section 151 Officer.

With regard to the Anti-Money Laundering policy this had been reviewed and deemed fit for purpose with no instances of the policy being used. The Covert Surveillance policy, which involves Regulations of Investigatory Powers Act (RIPA), has been received and updated with Home Officer advice. Andrew Weavers stated that the Council must report annually to the

Office of Surveillance Commissioner to inform if any powers are used; during 2015/16 no covert surveillance was undertaken.

The Corporate Information Security Policy has also been reviewed, following its introduction into the Ethical Governance Policies last year and was deemed fit for purpose. The Data Protection Policy was also brought to the Committee for the first time last year and has also been reviewed. Andrew Weavers highlighted that a data protection incident had occurred during the year involving a third party contractor losing an encrypted memory stick, which underlined the importance of having this policy in place. All the policies will need to be recommended to the next Council meeting.

The Committee welcomed the reports, and requested that when the reports come back to the Committee additional information is included about the times when the policies have been invoked.

Councillor Chillingworth questioned whether the surveillance policy included information on drones. Andrew Weavers responded to the question stated that it depends on what is being done with the drones. For example overt CCTV is not surveillance, however if it is directed or it zooms in it becomes direct surveillance, footage of the street scene from a drone would be classed as overt. The Government will be issuing guidance in the near future about usage of drones.

RESOLVED;

a) that the following policies be approved:

- * Anti-Fraud and Corruption
- * Whistleblowing
- * Anti-Money Laundering
- * Covert Surveillance
- * Corporate Information Security
- * Data Protection

b) RECOMMENDED to Council that the policies be included in the Council's Policy Framework.