

## Minutes of the Corporate Governance Group

3<sup>rd</sup> December 2015 @ 11am

Democratic Services Committee Room, County Hall

<b>Present:</b>	
Cllr Pam Palmer (PP)	Executive Board Member (Communities)
Cllr David Jenkins (DJ)	Executive Board Member (Resources)
Paul Thomas (PT)	Assistant Chief Executive
Phil Sexton (PS)	Head of Audit, Risk & Procurement
Linda Rees Jones (LRJ)	Head of Administration and Law
Owen Bowen (OB)	Chief Accountant
Alison Wood (AW)	HR Manager
Wendy Walters (WW)	Assistant Chief Executive
Helen Pugh (HP)	Audit & Risk Manager

<b>Apologies:</b>	
Cllr Calum Higgins (CH)	Chair of Audit Committee (Observer)
Chris Moore (CM)	Director Corporate Services
Noelwyn Daniel (ND)	Performance & Information Manager

<b>Item No</b>	<b>Discussion / Action</b>	<b>Responsible Officer</b>
1	<p><b>Apologies</b> As noted above</p>	
2	<p><b>Minutes of Last Meeting / Matters Arising</b> The Minutes of the last Meeting held on 7<sup>th</sup> September 2015 were approved as correct.</p> <p><b>Matters arising / outstanding from previous minutes:</b></p> <p><b>Grants Panel</b> – Follow up on DJ’s suggestion at Audit Committee that Chair of Audit should attend the Grants Panel as an Observer. The Audit Committee were supportive of this proposal. The request stemmed from the ongoing concerns about the grants issues reported by WAO.</p> <p>LRJ to follow up once Terms of Reference for Grants Panel is forwarded on to her for consideration.</p> <p>Action outstanding:</p> <ul style="list-style-type: none"> <li>• LRJ to consider proposal with reference to the Constitution – LRJ to then advise on the way forward</li> </ul> <p><b>AOB</b> – request that this Group’s minutes and papers use</p>	<p style="text-align: center;"><b>PS / LRJ</b></p> <p style="text-align: center;"><b>LRJ</b></p>

	<p>moderngov.com. HP followed this up with Democratic Services and was informed that this facility is not currently available to roll out to all meetings yet.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>• HP to keep in touch with Democratic Services. Once moderngov.com is available for use to ensure Corporate Governance Group minutes and Agendas are processed through moderngoc.com</li> </ul>	<b>HP</b>
3	<p><b>Code of Corporate Governance</b></p> <p>Draft Code of Corporate Governance reviewed:</p> <p>Amendments required: Minor amendments required in Section 8</p> <p>Principle 3 – reference to Whistleblowing – Constitutionally this is the responsibility of the Standards Committee. However, relevant statistics and figures could be brought to this group for information. Agreed no further changes required to the Whistleblowing section within the Code of Corporate Governance.</p> <p>Action</p> <ul style="list-style-type: none"> <li>• HP to amend Section 8</li> </ul>	<b>HP</b>
4	<p><b>Corporate Governance Group Terms of Reference</b></p> <p>Reference to Whistleblowing within CGG’s TOR was discussed. Agreed action:</p> <ul style="list-style-type: none"> <li>• Existing wording re Whistleblowing is appropriate</li> <li>• LRJ to discuss links between CGG and Chair of Standards</li> <li>• Trends etc to be reported to this Group</li> </ul> <p>General feedback: the Group were informed that the recent WAO review of our Whistleblowing arrangements confirmed that CCC have good arrangements in place and are considered to be exemplar practice</p>	<b>LRJ</b>
5	<p><b>AGS – Action Plan</b></p> <p><b>Outstanding actions:</b></p> <p><u>2013/14 No 3</u>– Modular Constitution – LRJ confirmed that the Modular Constitution is considered each time a change to the Constitution is required. Action complete.</p> <p><u>2014/15 No1</u> – WW working with the new Administration to develop a 5 Year Forward Work Programme and priorities for the Council – Prelim Executive Board to agree on Forward Programme</p> <p><u>2014/15 No 2</u> WW responding to the Corporate Assessment undertaken by Wales Audit Office during 2015/16 – Report due</p>	

	<p>January 2016. Action plan will then be agreed in New Year.</p> <p><u>2014/15 No 3</u> - Implement the Governance Review decisions approved by Council – Now complete – Taken to Full Council on 9<sup>th</sup> September 2015</p> <p><u>2014/15 No 4</u> - Ensure that 100% of Managers complete the Whistleblowing E-learning module – Not complete - PT agreed to email all Directors to remind staff of the need to complete the training</p> <p><u>2014/15 No 5</u> - Implement new Pensions Board – Completed</p> <p><u>2014/15 No 6</u> - Responding to the new EU General Data Protection Regulation (GDPR) (as a replacement to the Data Protection Act 1998) – ongoing</p> <p><u>2014/15 No 7</u> - Review the WAO Grant Certification Report 2013/14 and implement any agreed actions – Grants Panel has followed up the issues with relevant Project Managers.</p> <p><u>2014/15 No 8</u> - Monitor progress with implementing improvements in the management of Supporting People Grant – Quarterly update reports to Audit Committee - ongoing</p>	
6	<p><b>WLGA Report Actions Update</b></p> <p>Council resolved to adopt on 9<sup>th</sup> September 2015</p>	
7	<p><b>WAO Corporate Assessment Update</b></p> <p>Report expected to be issued January 2016</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Update from ND at next meeting</li> </ul>	ND
8	<p><b>Any Other Business</b></p> <p>Chair of Group – Elected Members to agree Chair</p>	

	<p>Request for an officer studying CIPFA Corporate Governance Course to attend a CGG meeting as an “Observer” to aid with his studies. It was agreed to invite GM to the next meeting – to support his CPD.</p> <p>No other issues / Meeting closed @ 12:00pm</p>	
	<p><i>Date of next meeting:</i> <i>10<sup>th</sup> March 2016 at 2:30pm</i> <i>All Meetings in the Democratic Services Committee Room, County Hall</i></p>	