

## Minutes of the Corporate Governance Group

10<sup>th</sup> March 2016 @ 2:30pm

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)
Chris Moore (CM)	Director Corporate Services
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
Helen Pugh (HP)	Audit & Risk Manager
Noelwyn Daniel (ND)	Performance & Information Manager

<b>Apologies:</b>	
Cllr Calum Higgins (CH)	Chair of Audit Committee (Observer)
Wendy Walters (WW)	Assistant Chief Executive

Item No	Discussion / Action	Responsible Officer
1	<p><b>Apologies</b> As noted above</p> <p>N.B. PS to Chair meeting on the request of the Councillors</p>	
2	<p><b>Minutes of Last Meeting / Matters Arising</b> The Minutes of the last Meeting held on 3rd December 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>	<b>LRJ</b>

	<p><b>AOB</b> – request that this Group’s minutes and papers use 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 moderngov.com (update for this meeting – no change from Democratic Services – unable to use this system as yet)</li> </ul> <p>Can the Audit Committee Vice Chair attend this group on behalf of the Audit Chair Membership of the Corporate Governance Group is fixed by the Council. Any changes need to be approved by Council. As the Audit Committee requirements will have to change due to new Bill this year this can be an opportunity to address any changes / issues.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>• Follow up when new Bill to be addressed</li> </ul>	<p><b>HP</b></p> <p><b>LRJ</b></p>
3	<p><b>Code of Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Approved as final.</li> </ul> <p>Action: Code to be taken to next Audit Committee</p>	<p><b>HP</b></p>
4	<p><b>Corporate Governance Group TOR</b></p> <ul style="list-style-type: none"> <li>• Approved as final.</li> </ul> <p>Action: Code to be taken to next Audit Committee</p>	<p><b>HP</b></p>
5	<p><b>AGS – Action Plan</b></p> <p><b>Outstanding actions:</b></p> <p>2012/13 No 1 – Governance of Partnerships and Commissioning. ND to follow up and provide update for the next meeting</p> <p>2013/14 No 3– Modular Constitution – this is considered each time a change is required. Consistent approach to other LAs Assessment is carried out each time and approach agreed. Action complete.</p> <p>2013/14 No 5 – Financial Procedure Rules to be update. To be taken to Audit Committee 2016/17</p> <p>2014/15 No1 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 planning programme. To EB March 2016, 5 year programme due to be</p>	<p><b>ND</b></p> <p><b>HP</b></p> <p><b>WW</b></p>

	<p>completed May 2016</p> <p>2014/15 No 2 Responding to the Corporate Assessment to be undertaken by Wales Audit Office during 2015/16 – Report due January 2016, Action plan prepared. CMT discussed. WAO due back in Oct 2016 to follow up</p> <p>2014/15 No 4 - Ensure that 100% of Managers complete the Whistleblowing E-learning module – Not complete - PT agreed to email al Directors to remind staff of the need to complete the training. People managers 100% complete</p> <p>2014/15 No 6 - Responding to the new EU General Data Protection Regulation (GDPR) (as a replacement to the Data Protection Act 1998) – ongoing</p> <p>2014/15 No 7 - Review the WAO Grant Certification Report – 2013/14 and implement any agreed actions – Grants Panel has followed up the issues with relevant project managers. Complete</p> <p>2014/15 No 8 - Monitor progress with implementing improvements in the management of Supporting People Grant – quarterly update reports to Audit Committee - ongoing</p>	<p><b>ND</b></p> <p><b>WW</b></p>
6	<p><b>Corporate Assessment Update</b></p> <p>6 proposals for improvement. Action plan in place. Report due to EB 21 March 2016. Followed by quarterly updates to CMT and half yearly updates to EB. All actions noted on PIMS. WAO due back to carry out follow up in October 2016</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Update from ND at next meeting</li> </ul>	<p><b>ND</b></p>
7	<p><b>Whistleblowing</b></p> <p>Ownership with Standards Committee. They issue an Annual Report to Council, last one reported December 2015. They next meet in June / July 2016.</p>	
7	<p><b>Any Other Business</b></p> <p>No other issues Meeting closed @ 3:17pm</p>	
	<p><i>Date of next meeting:</i> <b>10 June 2016</b> <i>All Meetings in the Democratic Services Committee Room, County Hall</i></p>	