

Minutes of the Corporate Governance Group

10th June 2016 @ 2:00pm

Democratic Services Committee Room, County Hall

Present:	
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)	Acting Head of Financial Services
Helen Morgan (HM)	Development Manager
Noelwyn Daniel (ND)	Performance & Information Manager
Gareth Miller (GM)	Business Support Manager (Communities Department)
Helen Pugh (HP)	Audit & Risk Manager

Apologies:	
Cllr Calum Higgins (CH)	Chair of Audit Committee (Observer)
Wendy Walters (WW)	Assistant Chief Executive
Alison Wood (AW)	HR Manager

Item No	Discussion / Action	Responsible Officer
1	<p>Apologies As noted above</p> <p>PS to Chair meeting on the request of the Councillors The Chair welcomed GM to the meeting. GM is currently carrying out the CIPFA Certificate in Corporate Governance.</p>	
2	<p>Minutes of Last Meeting / Matters Arising The Minutes of the last Meeting held on 10th March 2016 were approved as correct.</p> <p>Matters arising / outstanding from previous minutes:</p> <p>Grants Panel – Follow up on Audit Committee’s request that Chair of Audit should attend the Grants Panel as an Observer. The request stemmed from the concerns about the grants issues reported by WAO.</p> <ul style="list-style-type: none"> • LRJ has considered the proposal with reference to the Constitution – LRJ advised that as the Grants Panel is an Officer Group set up to deal with operational matters, Officers should deal with the issues. To have the Chair of Audit Committee on the Group would compromise the 	

	<p>role of the Audit Committee, and the roles should be kept separate.</p> <ul style="list-style-type: none"> The Corporate Governance Group's supported the Monitoring Officer's view and agreed that the Audit Chair should not sit as an observer on the Grants Panel Group. The Minutes of the Grants Panel will continue to be submitted to the Audit Committee. <p>AOB – Previous request that this Group's minutes and papers should 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"> Once moderngov.com is available for wider use Corporate Governance Group minutes and Agendas will be processed through moderngov.com <p>It was queried whether the Audit Committee Vice Chair could attend this Group as a substitute of the Audit Chair. Membership of the Corporate Governance Group is fixed by the Council and it currently allows the Chair of Audit Committee to attend without any arrangements for substitutions. Any changes need to be approved by Council.</p> <p>The arrangements for the operation of the Audit Committee may change as a result of the proposals in the Local Government Wales Bill.</p> <p>Action:</p> <ul style="list-style-type: none"> Follow up when new Bill to be addressed 	<p>HP</p> <p>LRJ</p>
3	<p>Code of Corporate Governance / Terms of Reference</p> <p>The Code of Corporate Governance and the Terms of Reference for the Corporate Governance Group was presented to the Audit Committee on 22nd March 2016. The Audit Committee resolved:</p> <ol style="list-style-type: none"> that the updated Code of Corporate Governance be endorsed; that the Terms of Reference for the Corporate Governance Group be endorsed subject to the following amendment under Principle 2 of the Schedule: 'having protocols in place which ensure that the Leader and Chief Executive negotiate and agree their respective roles early in the relationship and which maintain a shared understanding of the roles'. <p>The Corporate Governance Group agreed to accept the Audit Committee's proposed amendment.</p>	

4	<p>4.1 AGS – Action Plan Update</p> <p>2012/13 No 1 – Governance of Partnerships and Commissioning. COMPLETED - A major review of all Partnerships and Commissioning has taken place and the PSB has agreed to its recommendations. The findings now form part of the new partnership structures reporting to the PSB.</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. COMPLETED.</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. As there are Council elections in 2017 the Leader presented a 12 month forward work programme in May 2016. COMPLETED. However, 5 year Froward Work Programme will be a key issue for the new Council in 2017.</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 produced and approved by Executive Board in May 2016. COMPLETED. 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 – All People Managers have completed the e-learning module. COMPLETED</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) – No guidance had come through during 15/16 to address the new legislation which was delayed and only became live on 26th May 2016. 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. COMPLETED</p> <p>2014/15 No 8 - Monitor progress with implementing improvements in the management of Supporting People Grant – Quarterly update reports continue to be presented Audit Committee – Ongoing</p>	<p>PS / HP</p> <p>WW</p> <p>WW</p>
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	<p>4.2 Annual Governance Statement for 2015/16 The draft AGS for 2015/16 was discussed and the Action Plan for New Governance Issues discussed and approved. The Actions Update noted above in 4.1 to be reflected in Appendix 1 of the 2015/16 AGS.</p>	
5	<p>Corporate Assessment Update</p> <p>6 proposals for improvement. Action plan in place. Report presented to EB 21 March 2016. Quarterly updates to CMT and half yearly updates to EB. All actions noted on PIMS. HM and her team are meeting regularly with responsible Heads of Service to monitor progress. Monthly meetings held with WAO. WAO due back to carry out follow up in October 2016.</p> <p>Action:</p> <ul style="list-style-type: none"> • Continue to received updates 	HM
6	<p>Information Governance Update</p> <p>ND informed the group that:</p> <ul style="list-style-type: none"> - a report on Automated Monitoring was presented to the last P&R Committee - 65 Mangers have attended the Information Asset Ownership training <p>Action:</p> <ul style="list-style-type: none"> • Continue to received updates 	ND
7	<p>Any Other Business</p> <p>Update provided on Teachers DBS checks – PT informed the Group that HR have been out to various schools and confirmed that all schools are now compliant</p> <p>Meeting closed: 4pm</p>	