

## Minutes of the Corporate Governance Group

**30<sup>th</sup> March, 2021**

**11.30am – 1:00pm**

**Teams Meeting**

**Present:**

Cllr. David Jenkins (DJ)	Executive Board Member (Resources) (Chair)
Cllr. Mair Stephens (MS)	Executive Board Member (HR)
Chris Moore (CM)	Director of Corporate Services
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Paul Thomas (PT)	Assistant Chief Executive
Randal Hemingway (RH)	Head of Financial Services
Alison Wood (AW)	People Services Manager
Robert James (RJ)	Performance Planning and Business Officer (substituting on behalf of Noelwyn Daniel and Gwyneth Ayers)
Ruth Morgan (RM)	Senior Administrative Officer

**Apologies:**

Linda Rees Jones (LRJ)	Head of Administration and Law
Noelwyn Daniel (ND)	Head of ICT
Gwyneth Ayers (GA)	Corporate Policy & Partnership Manager
Cllr. Tina Higgins (TH)	Councillor

Item No.	Discussion / Action	Responsible Officer
<b>1.</b>	<b><u>Apologies</u></b> As noted above.	RM
<b>2.</b>	<b><u>Annual Governance Statement Update</u></b> HLP explained the purpose of the additional meeting ie. in order to review / update and finalise the document to enable the group to meet the new statutory deadlines.  The approach that had been followed to finalise the document was, each individual page of the document had been scrutinised by group members and HLP updated and modified the master template accordingly.  HLP confirmed, all additional comments had been modified via the template during the meeting and would follow up with relevant officers' for their comments/paragraphs where necessary and once finalised the AGS document would be forwarded on to Randal Hemingway's team.	ALL GROUP MEMBERS PARTICIPATED

	<p>In addition, HLP notified the group, guidance had been received from CIPFA, COVID-19 required to be incorporated and covered within the document (which had now been modified into the document).</p> <p>Chair thanked all members present for their attendance and participation and called the meeting to a close at 1:00pm.</p>	
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