

**CORPORATE GOVERNANCE PANEL MINUTES
3RD MAY 2013
Room 4.1 11.00 a.m.**

Attendees: Cllr Forehead, Nicole Scammell, Colin Jones, Dan Perkins, Gail Williams, Phil Evans, Richard Harris

1. There were no apologies.
2. Nicole Scammell welcomed the new members of the panel and gave a brief overview of the role of the panel and the process that was to be undertaken to produce the final AGS statement.
3. Sara-Jane Byrne from PWC presented outline findings of the National Governance review. Panel members discussed the findings and updated Sara on changes in processes that had or were in the process of being implemented. Some amendments to the content of the presentation were agreed and the updated version is to go to Audit Committee on 14th May.
4. Rob Hartshorn attended the meeting to update the panel on the progress that has been made in relation to business continuity. Draft policy papers were presented and an outline strategy of the way forward including a suitable training programme were considered and all will be going to CMT in the next fortnight.
5. Update on issues arising from previous meeting.
 - (a) CJ confirmed that the 19th June was ok for the planned LG measure training for the Audit Committee.
 - (b) DP confirmed that RH had completed the merger of the variations of standing order documents and that the next step was for DP to review and do a Report for members.
 - (c) Both issues identified in last year's AGS had been discussed at length in above points 3 & 4.
 - (d) It was considered that assurances around partnerships and schools needed to be considered further and the all Wales review may provide some best practice guidance. This area will form part of the improvement process for the Councils governance processes.
6. It was agreed that RH would draft new Terms of Reference for the panel to consider (one of the outcomes from the governance review).
7. For all future Panel meetings RH will draft an agenda and will produce formal minutes (one of the outcomes from the governance review).
8. Chris Tidswell from CIPFA attended the meeting to discuss the Authority's training needs in respect of corporate governance. He will be providing a costed programme for the panel to consider.

The meeting concluded at 13.50 p.m.