

**CAERPHILLY COUNTY BOROUGH COUNCIL
CORPORATE GOVERNANCE REVIEW PANEL
TERMS OF REFERENCE**

1. MEMBERSHIP

- 1.1. The Corporate Governance Review Panel shall consist of the following individuals:-
 - 1.1.1. The Director of Corporate Services, who shall be the Chair.
 - 1.1.2. The Section 151 Officer
 - 1.1.3. The Monitoring Officer
 - 1.1.4. The SIRO Officer
 - 1.1.5. The Head of Legal Services
 - 1.1.6. The Head of Performance & Property
 - 1.1.7. The Cabinet Member for Governance & HR
 - 1.1.8. The Internal Audit Manager

2. MEETINGS

- 2.1. The Panel will meet bimonthly and at such other times as the Chair determines.
- 2.2. Agendas and relevant papers will be produced prior to the meetings.
- 2.3. Minutes will be produced to reflect the discussions and decisions taken by the Panel. The minutes will be presented to the Audit Committee following agreement by Corporate Management Team.

3. TERMS OF REFERENCE

- 3.1. To review and monitor the Councils Code of Corporate Governance in line with best practice and to make recommendations to the Audit Committee regarding amendments or revision to the agreed code.
- 3.2. To promote good governance throughout the organisation.
- 3.3. To facilitate and co-ordinate the ongoing review of the Authority's governance arrangements.
- 3.4. To undertake the annual review of the Councils corporate governance arrangements and to co-ordinate the production of the Annual Governance Statement.
- 3.5. To recommend to the Audit Committee the topics that should be included within the Annual Governance statement.
- 3.6. To report progress on the areas for improvement identified in the Annual Governance Statement.
- 3.7. To receive and discuss regular updates from the SIRO on outputs from the Information Governance Group.
- 3.8. To receive reports and presentations from the external auditors and other external review agencies on governance issues.
- 3.9. To review and update the Terms of Reference on an annual basis.