

CORPORATE GOVERNANCE PANEL

MINUTES 22nd May 2015

Executive Boardroom 10.00 a.m.

Attendees: Nicole Scammell, Colin Jones, Lynton Jones, Cllr Forehead, Richard Harris.

1. Apologies were received from Gail Williams and Angharad Price.
2. The minutes of the meeting held on the 23.4.2015 were agreed
3. LJ provided a verbal update of the position in respect of the FOI actions which complimented an email he had already provided to the panel members. A discussion took place to determine whether or not progress made to date was enough to allow this action point to be removed from the current years AGS. The up to date statistics appear to show an improving trend indicating that measures put in place during the year are having a positive effect. It was however agreed that the Review Panel would continue to monitor progress over the coming months to ensure that the improvement in performance continues but the risks/ concerns that had initially led to the issue's inclusion in the AGS had significantly been reduced. As a result it was agreed to recommend the removal of this issue from the 14/15 AGS.
4. It was confirmed that the draft AGS had been updated for comments received by panel members and once finalised by NS it would be recirculated to panel members prior too inclusion in the Audit Committee agenda.
5. RH confirmed that all outstanding checklists had been completed and Director assurance statements were in the process of being signed off. A general discussion took place around the checklist format and procedure which included a revisit of the issue of ongoing contract non compliances. The monitoring and recording process was outlined to panel members and it was accepted that numbers of non compliances were relatively low and many of the ongoing issues were regarded as procedural non compliances which when dealt with on an individual basis would not warrant escalation to a corporate level for governance purposes.
6. RH confirmed that no comments or suggestions had been received from panel members in respect of the review of the Code of Corporate Governance. Panel members were asked to provide an email response even if they have no comments.
7. It was agreed that the next scheduled meeting on 17th July was to be cancelled and RH was to organise with Sue Thomas.