

CORPORATE GOVERNANCE PANEL

MINUTES 19th Sept 2016

Executive Boardroom 1.30 p.m.

Panel Members: Nicole Scammell, Cllr. Forehead, Colin Jones, Gail Williams, Paul Lewis, Richard Harris.

1. APOLOGIES

Apologies were received from Cllr Forehead.

2. MINUTES

The minutes of the meeting held on the 15.04.2016 were agreed as accurate. NS updated the group on matters arising which were mostly covered on the agenda of the meeting.

3. UPDATE ON FINAL VERSION OF AGS

NS confirmed that the version attached to the agenda was the final version that had been approved and although some amendments were requested by the Audit Committee the Area for Improvement identified by the group remained the only one highlighted in the final statement. RH explained that the external auditors had requested two minor amendments to the AGS which were done but these adjustments had not fundamentally altered the content of the statement.

4. COMMENTS MADE BY DONNA JONES ON H&S ISSUES

DJ attended and gave an update on the individual risks that had been highlighted in the comments provided as part of the 15/16 "expert" group review. DJ pointed out that being able to produce a detailed document on H&S risk issues indicates that our control processes are in place and mature enough for us to properly identify and monitor our improvements. Overall many of the issues identified in the risk statement had improved and are going well however there are some issues that still need to be resolved and work on these issues is ongoing. The ensuing discussion around some of the issues identified that both internal audit and corporate property staff could assist with some visual monitoring in respect of fire hazards and this was agreed to be further explored outside of the meeting.

5. UPDATE ON WORK BEING UNDERTAKEN AND PLANNED IN RESPECT OF WBFV ACT

Rob Hartshorn gave an update of the current position based upon a report that had been presented to CMT on 8th September. RobH outlined the progress being made in undertaking the local well being assessment which is well advanced and the development of a new reporting template that will assist in demonstrating that consideration of the act requirements has taken place as part of the decision making process. RobH also stated that the members advisory panel had been set up and that consideration is now being given to the impact of the Act's requirements on the Risk management processes and the possibility of revisiting risks in the existing registers. As addressing the requirements of the WBFV act is the area of improvement identified in last years review it was agreed that an update report should be put to the next Audit Committee to update members and provide assurances that progress is being made.

6. DELIVERING GOOD GOVERNANCE 2016 UPDATE

RH updated the group that we are still waiting for CIPFA to publish the Welsh guidance. It was due out in September but there has been no indication whether it has been delayed or is still on target.

7. LESSONS LEARNED FROM LAST YEARS REVIEW

RH confirmed that he was not aware of any issues being raised by staff during or after the review process. There were some contributors who needed regular chasing however the process seems to work satisfactorily. The panel members had no issues to raise regarding the working of the process and timings but one suggestion was made to add to the checklist i.e. a question about compliance with legislation to include the WBFG, Welsh Language, Equalities, EIA etc.

8. AOB

8.1 NS informed the group that the WAO report on governance will be going to the Audit Committee in December (main Agenda item) after it has been to Cabinet on 19th October.

8.2 RH informed the group that work is progressing on an assurance map/ framework which the intention is to bring to the next panel meeting for discussion / comments before being finalised. Contributions from panel members may be required during the next few weeks and RH will arrange.

8.3 NS informed the group that RH and Steve Harris are developing an action plan to address the agreed recommendations from the WAO governance review. The action plan will be presented to Cabinet in October and also the Audit Committee in December. The AGS review panel will also monitor progress against the plan going forward.

8.4 PL queried whether the frequency of information governance monitoring could be reduced due to feedback from the information governance group. Due to the maturity of our process it is felt that the regular quarterly assessment processes in respect of information assets and risks are now deemed to be unnecessary and a move to six monthly would seem appropriate with the added caveat that emerging issues can be appropriately added as they are identified. The panel agreed this to be a reasonable approach and was agreed.