

# MINUTES

## CORPORATE GOVERNANCE PANEL

Held on Monday January 11<sup>th</sup> 2019 in the Executive Board Room Penallta House

Panel members present

R. Edmunds (RE), D Gronow (DG), S Harris (SH), N Scammel (NS), R Tranter (RT) and Councillor B Jones (BJ)

### 1. APOLOGIES

An apology was received from L Lucas.

### 2. MINUTES

The minutes of the meeting held on the 24<sup>th</sup> September were agreed as a correct record

### 3. PROGRESS ON 2017/2018 AGS MATTERS ARISING

The 2017/18 statement was reviewed and the progress on the issues were reviewed in detail. It was agreed that some follow up information be sought on a few minor issues but in the main good progress had been made on all the issues noted. Detailed commentary would be provided as part of the 2018/19 AGS process. It was agreed that an update on the authority's GDPR compliance would be sought for the next meeting of the panel (LL) and SH would follow up on the other points and report back for the next meeting

### 4. 2018/19 PROCESS AND PROGRESS UPDATE

DG stated that the checklist had been sent out to all Heads of Service and a reminder would shortly be sent. A new process had been introduced whereby a checklist had been sent to schools to provide assurance for the Chief Education Officer and ultimately the Director on governance processes in schools and highlighting the accountability of individual head teachers in this process. A reminder was due to be issued before half term. RE asked to be updated on progress.

The current checklist and diagrammatical explanation of the process was discussed and it was identified that some changes needed to be made to reflect some amendments to roles and titles. Also the "expert panel" make up needed to be formally

record the involvement of officers to provide information on safeguarding and performance which appeared to be currently omitted.

## **5. TERMS OF REFERENCE FOR GOVERNANCE PANEL**

Draft TOR was discussed. It was agreed that some changes were needed to reflect changes in roles and job titles and to reflect the fact that the group was to be a small core of officers with other relevant officers being asked to contribute only where necessary or relevant. It was agreed that it would be reviewed by those present and any suggested changes sent to DG so that it could be reported to the next meeting of the Audit Committee.

## **6. CAERPHILLY CODE OF CORPORATE GOVERNANCE UPDATE**

Review and updates to the Caerphilly code were required to account for some changes in roles and titles and updates in the Cipfa guidance. It was agreed that those present would review the draft document and agree any changes in advance of the next audit committee where it can be reported and agreed.

## **7. PARTNERSHIP AND COLLABORATION WORK**

Information provided was noted. Some discussions took place and it was agreed that overview in this area this had strengthened so it was agreed that this SH would liaise with his staff in advance of the panel meetings and bring relevant issues to the panel as required. In addition this would be referred to in the expert panel contribution to the AGS.

## **8. AUDIT COMMITTEE FORWARD WORK PROGRAMME**

This was discussed. It was noted that additional dates had been agreed to account for a possible greater volume of reports coming to the committee from the internal audit section. As discussed the matters in agenda items 5 and 6 would need to go to the Committee so some revisions would be needed and items would need to be deferred.

## **9. FUTURE MEETING DATES**

The draft AGS is required by 15<sup>th</sup> May. As a result the expert panel is needed before the end of April and the draft AGS will be needed for the CMT early May. A further panel date had already been proposed of 2<sup>nd</sup> April. Going forward it was suggested that meetings should be on a quarterly basis.

## **10. AOB**