

**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 Corporate Director for Education & Corporate Services, who shall be the Chair.
  - 1.1.2. The Section 151 Officer, Head of Corporate Finance
  - 1.1.3. The Head of Legal Services and Monitoring Officer
  - 1.1.4. The Interim Head of Business Improvement Services
  - 1.1.5. The SIRO, Head of Customer and Digital Services
  - 1.1.6. The Cabinet Member for Finance, Performance and Governance
  - 1.1.7. 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 record the discussions had and decisions taken by the Panel. The minutes will be presented to the Corporate Management Team (CMT) and any proposals from the group will be discussed at CMT prior to referral to Audit Committee. The minutes will be put to the Audit Committee for information, monitoring and agreement.

**3. TERMS OF REFERENCE**

- 3.1. To review and monitor the Council's 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 Council's corporate governance arrangements and to co-ordinate the production of the Annual Governance Statement (AGS).
- 3.5. To recommend to the Audit Committee any areas for improvement that should be included within the Annual Governance Statement (AGS).
- 3.6. To report progress in addressing the areas for improvement identified in the Annual Governance Statement (AGS).
- 3.7. To receive and discuss regular updates from the SIRO on outputs from the Information Governance Project Team.
- 3.8. To receive reports and presentations from the External Auditor and other external review agencies on governance issues.
- 3.9. To review and update the Terms of Reference on a periodic basis as required.