

# MINUTES

## CORPORATE GOVERNANCE PANEL

Held on Tuesday 24<sup>th</sup> September 2019 in Room  
1.3 at Penallta House

Panel members present

Cllr M Sargent, Cllr B Jones, Ed Edmunds (EE), S Harris (SH), L Lucas (LL)  
and R Harris (RH)

### 1. APOLOGIES

1.1 Apologies were received from R Tranter

### 2. MINUTES

2.1 The minutes of the previous meeting held on the 2<sup>nd</sup> April which were presented to the Audit Committee in June 2019 were accepted.

### 3. UPDATE/REMINDER OF OUTCOME OF 18/19 PROCESS

3.1 RH reminded the panel of the three areas that went into the final Annual Governance Statement for 18/19.

3.2 RH confirmed that the updated local code of corporate governance has been to the Audit Committee and CMT and is due to go to Cabinet on 2<sup>nd</sup> October.

3.3 RH explained that the Audit Committee suggested that a representative from the Audit Committee should be part of the AGS review panel and Cllr Sargent has taken on the role.

### 4. ACTION PLAN FOR 18/19 AFI's

4.1 The panel were introduced to a new action plan and it was agreed to complete the initial population of the necessary actions that will form the basis of the panel's ongoing review and assessment of satisfactory completion facilitating the decision process on whether or not topic area(s) can be removed from the next governance statement. SH to provide some narrative for two topic areas.

4.2 It was also agreed that RH would maintain a live list within the action plan of topics or areas that the panel want to discuss or explore further.

### 5. LESSONS LEARNED FROM LAST YEARS PROCESS

5.1 Follow up work arising from the checklist process was discussed and SH will liaise with RH to go through the issues raised by the ex-insurance manager. LL provided an update on the procurement comments and RH will follow up with the Head of HR in respect of her area.

5.2 Last years oversight of contract mgt processes is to continue and RH confirmed that it has been added to the Head of Service checklist. RH is also to add onto the action plan sub list to ensure that it stays on the panel's radar.

5.3 RH informed the panel that the response to the school's annual return/ checklist had been good. Arrangements are in hand to chase up those outstanding. The panel also asked for an analysis of the responses to enable a view to be taken on common themes or gaps identified.

5.4 RH raised the need for the panel to consider the next stage of the assurance process in relation to partnerships & collaborations. Having recently refined the list of partnerships / collaborations the panel needs to agree on what assurance it needs to satisfy itself in respect of the councils overall governance. SH to provide an up to date list of partnerships/ collaborations for the panel to review and consider how best to proceed.

## **6. Local Code review**

6.1 With the use of two handouts RH introduced a piece of work that was previously undertaken to verify and evidence the Councils compliance with its own local code of governance. Following discussion it was agreed that the current panel should undertake a similar exercise to both update the formal local code and to evidence ongoing compliance. RH to schedule a meeting in December at which the panel will go through the 'deliverable measures' and the 'current position with compliance'.

## **7. Audit Comm. forward work programme**

7.1 A draft forward work programme was discussed and agreed.

## **8. AOB**

8.1 Following agreement by Cabinet on 2nd October RH to amend the panel Terms of Reference and the assurance framework to reflect the Audit Committee representation on the AGS panel. 6.2

## **9. FUTURE MEETING DATES**

9.1 The next meeting was to be arranged for December 2019