

Corporate Governance Panel Minutes

19th May 2022

Attendees: Steve Harris/Deb Gronow/Rob Tranter/Liz Lucas/Sue Richards

Chair: Richard (Ed) Edmunds

1. Apologies

No apologies received.

2. Minutes of Last Meeting

The minutes of the last meeting held on 21st March 2022 were approved.

3. Progress on 2021/22 Annual Governance Statement

Social Services & Housing and Economy & Environment checklists have been signed and returned.

Education & Corporate Services needs to be completed.

There are a few issues arising such as cost of living and loss of staff. These may need to be highlighted as actions when the Statement is drafted.

4. Drafting of Annual Governance Statement

SH proposed that there be no changes to the current format. The deadline for the draft AGS is the 30th June 2022. The AGS needs to be presented to the Audit & Governance Committee before this date.

SH advised that the four actions which were included in last year's AGS required updating and requested that they be returned to himself by 27th May 2022.

Action: Updates to the four actions to be made and returned to SH by 27th May 2022.

5. Progress & Update on Financial Regulations Refresh

DG confirmed that she has a copy of the Model Constitution that she is currently working on. DG advised that Financial Regulations and Standing Orders would be stand alone documents but also included as chapters within the Constitution.

RT advised that once the new Financial Regulations had been to Committee and Council for approval then they could be replaced in the Constitution.

SH advised that the draft document DG is working on needs to be sent to him first and will then be brought into Panel.

Ed suggested that this may be an opportune time to revise thresholds.

Action: Good progress being made. Document to be brought into Panel when ready.

6. Progress on Anti-Fraud & Cyber Security Strategies

On track for taking both documents to Governance & Audit Committee in June. Ideally SH would like to stick to this deadline. RT advised that the Cyber Security report would need to be an exempt item.

DG advised that she had spoken to Audit Wales and there is a requirement for one Anti-Fraud Champion. This would be at 3rd Tier officer level. DG queried whether this could be a part of Cllr Stenner's brief in order to raise the profile.

Following approval of the documents a Management Network session may be required along with sessions for some staff.

DG advised that it is also important to encourage schools and that Headteachers need to be brought onboard.

It was suggested that the new intranet could be used to raise awareness.

Action: DG to link in with LL to discuss.

7. Update to Terms of Reference Governance & Audit Committee

Ed stated that Members need a clear understanding of their roles. SH advised that there is a session with Members taking place shortly.

8. Date of Next Meeting – 13th July 2022