

Corporate Governance Panel Minutes

2nd May 2024

Attendees:

Stephen Harris
Deb Gronow (part meeting)
Rob Tranter
Liz Lucas
Cllr Stenner
Kath Peters
Mark Rees

Chair: Stephen Harris

1. Apologies

Richard (Ed) Edmunds
Susan Richards

2. Partnerships & Collaborations Register (Kath Peters)

KP gave a brief overview of what the Partnerships & Collaborations Register is and its purpose. KP outlined that the document goes out to Heads of Service every 6 months in order that it can be updated. The document should then come to the Corporate Governance Panel and then onto Governance & Audit Committee, but this has not happened recently. SH confirmed that this item should go to the next scheduled Governance & Audit Committee on 4th June 2024.

LL commented that this is a really good document and would be useful for the Single View of Change work being undertaken in order to help understand where we can get support from. LL stated that this document needs to be brought into Mobilising Team Caerphilly (MTC).

MR suggested that Members of the Governance & Audit Committee receive a briefing from KP to make them aware of the purpose of the document and the Committee's role. SH commented that it may be that we need to review some of the collaborations and partnerships moving forward given the current financial pressures facing the Authority. SH suggested that KP prepare a briefing note for circulation to members of the Governance & Audit Committee in advance of the meeting on 4th June 2024.

Action: KP to prepare a briefing note and provide SH with a copy of the note and the up to date Register to be circulated to all Members of the Governance & Audit Committee prior to the meeting on 4th June 2024.

3. Progress on Heads of Service Checklists and Preparation of Directors Statements

DG confirmed that she had received all but one of the checklists and that the outstanding checklist was expected shortly. SH queried whether there were any issues arising. DG stated that budget pressures had been highlighted as there is a conflict on resource issues for business as usual and the MTC work. SH confirmed that this was an operational/resourcing issue for CMT to consider and not a governance issue.

The checklists/Directors' statements will help inform the Draft 2023/24 Annual Governance Statement (AGS) that will be presented to the Governance & Audit Committee on the 4th June 2024.

Action: SH/DG to present first draft of 2023/24 AGS at the Corporate Governance Panel meeting scheduled for 14th May 2024.

4. Progress on 2024 Statement/Update of 2023 Statement

The Draft 2023/24 AGS will be presented to the Governance & Audit Committee on the 4th June 2024.

5. Identification of Key Risks for Inclusion in 2024 Statement

No key risks identified at present.

Action:

6. Terms of Reference/Role of the Panel Going Forward

SH explained the background to the establishment of the Panel and the need to consider its role moving forward. SH confirmed that he will discuss this with RE.

Action: SH to discuss with RE and will bring this item back to the meeting scheduled on the 14th May 2024.

7. AOB

Clr Stenner provided her apologies for the meeting on the 14th May 2024.

8. Date of Next Meeting – 14th May 2024.