

# Corporate Governance Panel Minutes

## 14<sup>th</sup> May 2024

### Attendees:

Stephen Harris  
Deb Gronow  
Liz Lucas  
Sue Richards  
Leanne Sykes  
Mark Rees

**Chair:** Stephen Harris

### 1. Apologies

Richard (Ed) Edmunds  
Cllr Stenner  
Rob Tranter

### 2. Minutes of meeting held on 2<sup>nd</sup> May 2024

The minutes of the meeting held on 2<sup>nd</sup> May 2024 were approved.

SH confirmed that he had received the briefing paper from Kath Peters in relation to the Collaborations & Partnerships Register and that he would circulate to all Members of the Governance & Audit Committee. LL also requested that a copy be sent to the Project Management Office (PMO) in relation to the Mobilising Team Caerphilly (MTC) work as this document would be useful.

### 3. 2023/24 Draft Annual Governance Statement (AGS)

Most Heads of Service have reviewed and amended the Draft AGS document on 'SharePoint' but there are still one or two outstanding. SH to raise with relevant Heads of Service. DG advised that there is a paragraph on Standards which will require review by RT.

SH advised of the next steps in the process which is that he will review the document in his capacity as Section 151 Officer. SH will then share the document with RE. Once this has been completed the document will then be shared with all members of the Panel prior to it be presented to the Governance & Audit Committee on 4 June 2024.

The Performance Management Framework is currently being reviewed and SH will make sure that any amendments/updates are incorporated into the Draft AGS document.

DG raised a query in relation to the Procurement section and whether any amendments were required due to forthcoming changes in legislation. LL will liaise with Ian Evans (Procurement) to make sure that all changes are incorporated.

**Action: SH to circulate the updated document. RT to provide advice/confirmation on the section in relation to Standards. LL to liaise with IE to ensure document includes all upcoming changes in Procurement legislation.**

#### **4. Terms of Reference/Role of the Panel Going Forward**

SH advised that following discussions with RE and RT the purpose of this Panel going forward would be to focus on the Annual Governance Statement (AGS). SH stated that the Panel would meet between March and June of each year to finalise the AGS. The Panel would however be able to meet as and when required if any issues arise.

MR raised a query in relation to membership of the Panel and whether the Chair of the Governance & Audit Committee and/or a representative of the Committee could be invited to future meetings. SH confirmed the Chair would continue to be invited or a nominated person in his/her absence.

It was confirmed that the Terms of Reference of the Panel will be updated and presented at a future meeting of the Governance & Audit Committee, along with any changes to the Council's Code of Governance.

**Action: SH/DG to make the necessary amendments to the Terms of Reference and Code of Governance.**

#### **5. AOB**

No matters raised.

#### **6. Date of Next Meeting – TBC**