

CORPORATE GOVERNANCE PANEL

MINUTES 13th Jan. 2017

Executive Boardroom 10.00 a.m.

Panel Members: Nicole Scammell, Cllr. Forehead, Colin Jones, Gail Williams, Paul Lewis, Stephen Harris, Richard Harris.

1. **APOLOGIES**

Apologies were received from Cllr Forehead. SH did not attend.

2. **MINUTES**

The minutes of the meeting held on the 11.11.2016 were agreed as accurate. In respect of minute 7.1, NS updated on the attendance of Stephen Harris which will now be in relation to items directly related to financial or internal auditing issues only.

3. **UPDATE ON THE WELSH VERSION OF DELIVERING GOOD GOVERNANCE 2016**

RH confirmed that the new guidance document had only been obtained shortly before Christmas and that all panel members had been sent a copy upon return to work after the Christmas break. RH recapped on previous discussions around the subtle changes made within the updated code document and the similarity between the new requirements and the original requirements. RH explained to the panel members that although the full document needs to be fully considered on first inspection it appears to contain a number of case studies. GW highlighted an area of the guidance (Chapter 4 page 56) that was felt to be worth focussing on as a starting point and the panel agreed and RH is to report back to the panel once the information has been reviewed and digested.

4. **AUDIT COMMITTEE FORWARD WORK PROGRAMME**

A discussion took place on the forward work programme with NS outlining the reports that had been identified. It was pointed out that the updated Assurance Framework was to be represented to the Audit Committee so would need to be included in the forward programme and it was agreed that it would go to the June committee. It was also agreed that the Audit Committee Forward Work Programme would be a standing item on future panel agendas.

5. **ASSURANCE FRAMEWORK**

RH informed the panel that following the previous panel meeting some amendments were made to the draft framework which then went to the December Audit Committee. The Committee were happy with the framework and no comments were made that required amendments. RH explained that prior to the Audit Committee Grant Thornton had been asked for their comments which along with some received from Ros Roberts are currently being considered. Once all comments have been considered and addressed is intended to re-present to the Audit Committee for approval and endorsement.

The panel went on to consider possible future use of the framework in informing and reinforcing managements role in the control framework, as a training tool for members, as a key document within the induction procedure etc. NS is to consider further once the finalised document has been to the Audit Committee.

6. UPDATE IN RESPECT OF INTERNAL AUDIT COMPLYING WITH THE WAO'S RECENT PROPOSALS FOR IMPROVEMENT

The progress on the work identified within the current action plan was outlined by RH and summarised in that all actions were on course to be completed.

P2 Develop an assurance framework – Completed/ reported to AC December

P3i A panel to look at risk registers as part of audit planning-In progress

P3ii File review by Head of Corporate Finance-In progress

P3iii Mid year progress report to AC-Report to December AC

P3iv Year end report to fully reflect work done-Year end to be similar to mid year report

P3v Complete self assessment and confirm peer review-Both reported to December committee

P3vi Monitor progress of peer review & consider identified imps.-review not until March 2017.

7. AOB

7.1 RH asked the panel to review the names and responsibilities of the staff used on the summary checklist form and the expert group members form as there have been numerous changes to roles and structures. RH will amend the form in line with the panel's comments.

7.2 Following on from the discussion about roles and contributions to the governance process going forward it was agreed that Rob Hartshorn should be invited to attend the panel prior to CJ leaving to enable the hand over of responsibility for those areas that Rob H has taken over from CJ.

7.3 It was also agreed that Rob H should at the next meeting provide the panel with an update of the ongoing work in respect of the WBFG. RH to notify RobH.

7.4 PL indicated that he was not able to attend the next scheduled meeting. The panel agreed that Joanne Jones could attend in his absence.