

Corporate Governance Panel Minutes
16th February 2022

Attendees: Cllr Margaret Sargent\Cllr Eluned Stenner\Deb Gronow\Rob Tranter\Liz Lucas

Chair: Stephen Harris

1. Apologies

Richard Edmunds (Ed)
Sue Richards
Ros Roberts

2. Minutes of Last Meeting

The minutes of the previous meeting held on the 12th January 2022 were approved.

3. Progress update on the actions agreed from the Delivering Good Governance Review

As both Sue Richards and Ros Roberts were unable to attend the meeting SH requested that any queries or comments be sent directly to RR and copy in the other Panel members.

SH also stated that good progress was being made and that a number of actions had been completed.

4. Timeline for 2021/22 Annual Governance Statement

SH advised that over the last 2 years due to the pandemic an extension of time had been granted by Welsh Government for the closure of accounts to November each year. Draft accounts therefore had to be prepared by the end of August. However, timelines are now reverting to the statutory timescales and the draft accounts will need to be produced by 31st May 2022. The AGS will therefore need to be prepared earlier and a draft AGS presented to the Corporate Governance Panel by the end of April 2022. This will enable it to be endorsed and be fed into the accounts for the end of May.

DG to send Checklist document out by 18th February 2022 with a request that this is passed onto the relevant teams as soon as possible for completion as the timescale is tight. Will need to collate Directorate summaries in order that the relevant Director can sign off their directorate statement. The extra section on Covid is being retained at present as there could possibly be longer term issues.

Panel members to also identify any other issues that may need to be considered and brought forward into next years plan. SH advised DG to look at the recent Risk Registers (both the Corporate Risk Register and Covid Risk Register) as there may be some emerging items that need to be picked up from there.

Terms of Reference to be looked at in the first meeting of the Committee following the election period as the membership of the Panel may need to be tweaked slightly. Currently the Chair of Governance & Audit Committee attends this Panel. SH stated it would be helpful to have a Lay Member on this Panel as they would be able to bring a different perspective to the meeting.

Action: DG to look at TOR prior to next meeting in order to make sure the political membership is correct. DG to speak to RT to seek his view. New TOR to be signed off at next meeting of the Panel.

5. Update on Cyber Security Strategy

The Strategy is currently in draft format and a high-level presentation was made to the Digital Leadership Group recently. Agreed that a confidential group of people would be identified in order that the document could be circulated to obtain comments/observations.

A discussion took place in relation to keeping the Strategy at high level. RT confirmed that an exempt Committee session would be required and the reason for this would be the prevention of crime. RT confirmed that sharing the draft document with the Corporate Governance Panel would not cause any problems as all Members were aware of the confidentiality issues.

Action: Ed to provide a list of names for the confidential document to be circulated to.

Action: LL to share a copy of the document once completed to all Panel members.

6. Update on Anti-Fraud Strategy and Action Plan

DG confirmed that these were two separate documents and that she was meeting with SH shortly to discuss. The documents will then need to come back to the Corporate Governance Panel for discussion.

DG outlined that she was currently undertaking some research and was looking outside of CCBC for processes that others are using in order to gain further information.

The Strategy and Action Plan will need to go to Audit & Governance Committee in April 2022.

DG is undertaking some work with schools on governance matters as some schools have been identified as having a lack of best practice knowledge. SH confirmed that once the documents are agreed sessions will be arranged with schools which will also include Cyber Security.

Action: DG to look at diaries in order to identify a date prior to the end of the academic year. Keri Cole and Paul Warren would also need to be included in order for schools to embrace and adopt the policies.

7. Update on Governance & Audit Committee Lay Member Recruitment

Two robust candidates had been interviewed and were successful. One further Lay Member required. DG has been contacted by a further candidate who lives out of county but has previously had a Caerphilly base. An application form has been provided to him. Hopefully will have a full compliment of Lay Members by the end of March 2022.

8. AOB

No matters raised.

9. Date of Next Meeting

21st March 2022 11am