

Corporate Governance Panel Minutes

21st March 2022

Attendees: Cllr Margaret Sargent\Steve Harris\Deb Gronow\Rob Tranter\Sue Richards

Chair: Richard (Ed) Edmunds

1. Apologies

Cllr Eluned Stenner
Liz Lucas

2. Minutes of Last Meeting

The minutes of the previous meeting held on the 16th February 2022 were approved.

Noted that the AGS states draft accounts need to be finalised by the end of May 2022 however this may change to the middle of June. This is due to the City Deal accounts need to be completed before CCBC accounts can be finalised.

Anti-Fraud Strategy – noted that DG is meeting with SH shortly and it is hopeful that SH will be able to sign the document off and circulate.

3. Updated Code of Corporate Governance & Terms of Reference for the Corporate Governance Review Panel

The Code was last updated in 2019 and would only require updating if advised by CIPFA. As no updates have been received from CIPFA the document stands as is. However, it is noted that membership needs to be considered.

Terms of Reference – confirmed that titles are correct however “interim” needs to be removed.

A discussion took place in relation to membership of the Panel and it was confirmed that the Chair would be a Lay Member and Cllr Stenner as a Cabinet Member. Cllr Sargent queried whether the Vice Chair would also need to be a Lay Member or whether it could be a Councillor as it would make sense for both a Lay Member and Councillor to attend this Panel. RT advised that the Regulations would need to be checked. RT also queried whether Welsh Government had issued any statutory guidance as if so we would be required to follow that. RT confirmed that we need a lead from WG as to how these Committees need to be set up.

Ed queried whether the Chair and Vice Chair should become a part of this Panel and Cllr Sargent advised that not if they are both Lay Members due to the requirement that it needs to be politically balanced.

Action: SH to check if membership of the Corporate Governance Review Panel is correct.

Action: RT to explore the Regulations and make any necessary adjustments

Action: Terms of Reference to be brought back to the next Corporate Governance Review Panel with amendments made.

4. AGS 2022/23 Progress Update

Questionnaires were sent to Heads of Service approximately 4 weeks ago. DG advised that no questionnaires had been received back from Education & Corporate Services to date. SR advised that DG would receive the Education and Transformation questionnaires by the end of the week.

DG queried whether the Expert Panel/Expert Checklist needed to be circulated. SH advised that this was not required as the Panel already has the required expertise.

Action: Ed requested that this item for added to the agenda for his SMT on 23rd March 2022.

5. Update on New/Emerging Risks

SH advised that the two key issues were the cost-of-living crisis and Ukraine. The next iteration of the Risk Register will highlight these. The potential impact on the supply chain also needs to be flagged up in the Corporate Risk Register. Risk Register being discussed at Formal CMT on 7th April 2022.

6. Update on Anti-Fraud Strategy

SH and DG meeting later today and will hopefully have a document to present at the next Panel meeting.

7. Update on Lay Member Recruitment

Progressing well and we should have full complement of Members shortly.

8. AOB

No matters raised.

9. Date of Next Meeting

13th April 2022 4pm