

## CORPORATE GOVERNANCE REVIEW PANEL

Minutes of meeting on 23rd April 2015  
Executive Boardroom 2.30pm

Attendees: Nicole Scammell, Colin Jones, Lynton Jones, Angharad Price, Richard Harris

1. Apologies were received from Cllr Forehead. Angharad Price deputised for Gail Williams. A separate briefing has been arranged for Cllr Forehead on 11<sup>th</sup> May to update her on the discussions.
2. The minutes of the meeting held on 16<sup>th</sup> February 2015 were reviewed and agreed.
3. The publication "International Framework: Good Governance in the Public Sector" was introduced by RH as a possible reference document for further enhancing the governance arrangements in place. It was agreed that the document would be useful in identifying modern best practice and the principles identified within the document could be used going forward to build upon the governance improvements already made. It was felt that a paper should be prepared for the Improving Governance Project Board setting out the principles highlighted in the publication and how they could be adopted in the continual improvement of our governance arrangements.
4. The scrutiny role within governance arrangements was explained by AP as being an issue that was raised by the Wales Audit Office at a recent seminar she had attended. A discussion ensued around the work that has been and is being done with members around training and effectiveness etc. and it was felt that as this work was ongoing it may be appropriate to consider as an area for inclusion within the AGS.
5. A document summarising the checklist responses received from Heads of Service was discussed. It was felt that no themes were being identified across a number of service areas and many of the issues identified were service specific issues however a detailed discussion took place on the comments put forward in respect of the WHQS service area. It was noted that the WHQS checklist had been submitted by the relevant Head of Service at the beginning of December and it was felt that since its submission progress had been made in some of the areas highlighted, it was therefore agreed that RH would contact the relevant Head of Service to request an update of the position and when received the panel would revisit the checklists content.
6. A summarised list of comments made by the "expert group" was also considered and RH pointed out that the FOI compliance issue picked up in last years AGS has been highlighted again. Following further discussion LJ was to relook at a criteria for sign off on this action and whether for this years review it would remain outstanding. RH also informed the group that he had met with the Interim CEO, as previously agreed by the group, to obtain his views on any areas he felt the panel should be including in its deliberations. Two issues had been raised which were discussed of which one, the effectiveness of the Councils scrutiny arrangements, was felt to be an area for possible inclusion in the AGS as it has already been acknowledged as an area for improvement.
7. RH raised an issue relating to the departure of Sandra Aspinall and the director assurance sign off process in relation to her areas of responsibility. NS agreed to look at the standard wording of the assurance statement and raise the issue at CMT so that all are clear on the requirements for this year.
8. The action plan from 13/14 was discussed and RH to update the action plan with comments on progress. Business continuity planning R Hartshorn is due to report to the March Audit

Committee which should conclude this action point, FOI responses LJ to review and update by mid may in readiness for the next panel meeting scheduled for the 22<sup>nd</sup> May. The interim management arrangements have been resolved and this action point is considered finished.

9. The updated version of the Governance Code was briefly discussed but further comments were requested via email for RH to incorporate into a final version. Once finalised by the panel the new version will be presented to the Audit Committee for approval. Following discussion it was felt that the budgetary issues over the coming months will be a major area of concern and could lead to many emerging risks.