

Minutes of the Corporate Governance Group

13th March, 2019

10:00 am – 11:40 pm

DSU Meeting Room, County Hall

Present:

Cllr. David Jenkins (DJ)	Executive Board Member (Resources) (Chair)
Cllr. Mair Stephens (MS)	Executive Board Member (HR)
Paul Thomas (PT)	Assistant Chief Executive
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Alison Wood (AW)	People Services Manager
John Tillman (JT)	Information Governance and Complaints Manager
Robert James (RJ)	Performance Planning and Business Officer
Ruth Morgan (RM)	Senior Administrative Officer

Apologies:

Cllr. Tina Higgins (TH)	Councillor
Wendy Walters (WW)	Director of Regeneration & Policy
Chris Moore (CM)	Director of Corporate Services
Randell Hemingway (RH)	Head of Financial Services
Linda Rees Jones (LRJ)	Head of Administration and Law
Helen Morgan (HM)	Economic Development Manager
Gwyneth Ayers (GA)	Corporate Policy and Partnership Manager

Item No.	Discussion / Action	Responsible Officer
1.	<p><u>Apologies</u> Chair confirmed that the meeting was quorate in order to proceed.</p> <p>Apologies as noted above.</p>	All to note
2.	<p><u>Minutes of Last Meeting and Matters Arising</u></p> <ul style="list-style-type: none"> • <u>Accuracy</u> Chair AGREED that the Minutes dated 21st of January, 2019 as a correct record and were now ready for submission to the Audit Committee. • <u>Matters Arising / Actions including 2017/18 AGS Update</u> HP to update the AGS accordingly i.e. the wording "Taken as Read" to be removed. 	All to note HP
3.	<p><u>AGS – 2018/19</u> HP to re-issue and circulate the draft 2018/19 AGS to all members of the group for updating and perusal purposes.</p>	HP

<p>4.</p>	<p><u>The Corporate Strategy Update for Well-being Objective 15 – Building a Better Council and Making Better use of Resources - approving the objective – (RJ)</u></p> <p>RJ gave an overview of the updated Objective for the group's information and confirmed that it continues to be work in progress and referred to the 7 Principles of Good Governance, identified as follows :-</p> <p><u>7 Principles of Good Governance</u></p> <ol style="list-style-type: none"> 1. Integrity and Values 2. Openness and Engagement 3. Making a Difference 4. Making sure we achieve what we set out to do 5. Valuing our people, engaging, leading and supporting 6. Managing risks, performance and finance 7. Good transparency and accountability <p>Each principle is to be accompanied by an Action Plan.</p> <p>As discussed, RJ to update accordingly and to provide the quarterly and annual reports to the group.</p> <p>RJ also referred to the Self Assessment with regards to the 5 Ways of Working and the 7 National Goals.</p> <p>It was proposed that a workshop would be carried out for this group - RJ to take the lead.</p> <p>AGREED that this item, be a standard agenda item for future meetings.</p>	<p>All to note</p> <p>RJ</p> <p>All to note</p>
<p>5.</p>	<p><u>The Future Generations Commissioners Office – Well-being Objectives Self Reflection Tool. How we assessed progress on Well-being Objective 15</u></p> <p>RJ confirmed that the Self Assessment template had been completed and has now been returned to the Future Generations Commissioners Office.</p>	<p>All to note</p>
<p>6.</p>	<p><u>The Wales Audit Office have notified us that they will be following up on the 7 Corporate Changes required by the Well-being of Future Generations Act – (RJ)</u></p> <ol style="list-style-type: none"> i. Corporate Planning ii. Performance Management iii. Workforce Planning iv. Financial Planning v. Assets vi. Procurement Risk <p>RJ confirmed that this will be achieved through the WAO review i.e. the Assurance and Risk Assessment Review.</p>	<p>All to note</p>
<p>7.</p>	<p><u>WAO conducted a review of one of our Well-being Objectives. It made two Corporate proposals for improvement:-</u></p>	

	<ul style="list-style-type: none"> • Develop a system to provide assurance at a corporate level if the council is considering the 5 Ways of Working in the actions to deliver the Well-being Objectives. • Develop a process take the learning and embed it across the Council <p>RJ referred to the Authority's proposed Action Plan and notified that the timetable for all 15 workshops would commence in May 2019 whereby each workshop would be addressing the 5 ways of working which will assist us for the 18/19 Annual Report.</p>	All to note
8.	<p><u>WAO Consultation on three-year forward programme of work (letter attached in e-mail)</u></p> <p>HP had previously circulated the Auditor's letter for the group's information.</p>	All to note
9.	<p><u>Corporate Assessment - Update</u></p> <p>AGREED that the action be removed from the action plan.</p>	HP
10.	<p><u>Governance of External Regulators Reports</u></p> <p>Once regulators reports are received, they are reported to CMT, PEB and the Audit Committee on an annual basis.</p>	All to note
11.	<p><u>BREXIT</u></p> <p>HP notified the group that Cllrs. David Jenkins, Mair Stephens and Giles Morgan attend the Authority's Brexit Working Group Meetings on a fortnightly basis.</p> <p>The proposal being for a "no deal" and a 3 day trial is to be undertaken and reporting is to be carried out on a daily basis to i.e.</p> <ul style="list-style-type: none"> • LRF • Cardiff by 7pm, and • Cobra by 8pm 	All to note
12.	<p><u>Information Governance – Update</u></p> <p>JT confirmed that they had recently achieved the ISME Accreditation and continued working on the VODA training programme.</p> <p>HP had requested for the Information Governance Group Meeting's action notes to be provided in our next meeting.</p>	All to note JT
13.	<p><u>GRWG – Update</u></p> <p>Item to be deferred to the next meeting.</p>	HP
14.	<p><u>City Deal Governance Arrangements</u></p> <p>Item to be deferred to the next meeting.</p>	HP
15.	<p><u>Any Other Business</u></p> <p>No other items had been raised from the group and the meeting concluded at 11:40 am.</p>	All to note