

## Actions/Minutes of the Corporate Governance Group

27<sup>th</sup> June, 2019

10:00 am

DSU Meeting Room, County Hall

### Present:

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
Robert James (RJ)	Performance Planning and Business Officer
Linda Rees Jones (LRJ)	Head of Administration and Law
Gwyneth Ayers (GA)	Corporate Policy and Partnership Manager
Nia Hughes (NH)	Business Support Supervisor (Note taker)

### Apologies:

Cllr David Jenkins	Executive Board Member (Resources) (Chair)
Cllr Tina Higgins (TH)	Councillor – Chair of Audit Committee
Wendy Walters (WW)	Chief Executive
Chris Moore (CM)	Director of Corporate Services
Randell Hemingway (RH)	Head of Financial Services
John Tillman (JT)	Information Governance and Complaints Manager
Helen Morgan (HM)	Economic Development Manager

Item No.	Discussion / Action	Responsible Officer
1.	<p><b>Apologies</b></p> <p>Apologies as noted above.</p> <p>GA and Noelwyn Daniel would attend future meetings to cover the Policy department.</p> <p>Wendy Walters, Helen Morgan, Robert James and John Tillman would no longer be attending.</p> <p>Cllr Mair Stephens agreed to Chair the meeting in Cllr David Jenkins absence.</p>	
2.	<p><b>Minutes of Last Meeting and Matters Arising</b></p> <ul style="list-style-type: none"><li>Chair AGREED that the Minutes dated the 13<sup>th</sup> of March, 2019 were a correct record.</li></ul>	

3.	<p><b><u>AGS - 2018/19</u></b></p> <ul style="list-style-type: none"> <li>• These are to be included in the statement of accounts to be presented to Audit Committee 1.7.19.</li> <li>• Amendments were made to the Appendix.</li> </ul>	Note
4.	<p><b><u>Corporate Strategy Update</u></b></p> <ul style="list-style-type: none"> <li>• Audit are looking at corporate arrangements (to be completed by December 2019).</li> <li>• Well-being objective 15 will sit within this group to monitor progress on implementation.</li> <li>• Workshop to be organised to look at the 5 ways of working (September 2019)</li> <li>• Questionnaire to be sent to the group to complete.</li> </ul>	HP ALL GA RJ
5.	<p><b><u>Annual report</u></b></p> <ul style="list-style-type: none"> <li>• The report will be going to full Council in October 2019. Each Scrutiny Committee will consider over the next few weeks.</li> <li>• Figures from the National Survey for Wales to be included in the report.</li> <li>• Wording regarding the living wage to be sent to RJ to include in the Building a Better Council report.</li> </ul>	Note  RJ PT / AW
6.	<p><b><u>Well-being objectives self-reflection tool</u></b></p> <ul style="list-style-type: none"> <li>• CCC are doing well in relation to the well-being objectives. Noted that the involvement way of working has scored a lower average across all well-being objectives</li> <li>• RJ to send a link to the self-reflection tool in readiness for the workshops – will be a useful tool as part of discussions.</li> </ul>	RJ
7.	<p><b><u>Governance of External Regulators reports</u></b></p> <ul style="list-style-type: none"> <li>• A new procedure needs to be developed to determine how findings from External Reports are managed – need to clarify approach for Audit Committee and Scrutiny Committees. Need to review how this is being managed by other authorities.</li> <li>• Further work to be undertake to confirm role of Audit Committee within the management of External Reports.</li> <li>• Executive Board Members should be invited (along with relevant officers) to Audit Committees when their departments are being discussed or they need to be made aware of any Audit issues within their department.</li> </ul>	RJ & GA  HP  HP
8.	<p><b><u>WAO Assurance and Risk Assessment Review</u></b></p> <ul style="list-style-type: none"> <li>• Review will be undertaken towards the end of 2019. Preparation and gathering of evidence documents underway. Group of officers to be identified to do some work on this. There were no comments to</li> </ul>	GA

	feedback to WAO on the review brief. Confirm approval of the brief.	
9.	<p><b><u>Information Governance</u></b></p> <ul style="list-style-type: none"> <li>Noelwyn Daniel is acting up as the SIRO. Report going to PEB regarding information governance, FOIA requests and data breeches.</li> <li>Date Protection Training – a reminder to be sent to all officers who have not completed the on-line training.</li> <li>Paul Thomas noted that a reminder to all staff will be sent as a prompt to ensure completion of all 7 statutory e-learning modules. Data protection is one of those modules.</li> </ul>	ND
10.	<p><b><u>CRWG</u></b></p> <ul style="list-style-type: none"> <li>The decision was taken that CRWG would now meet once a year (additional meetings may be convened if necessary). At the previous CRWG meeting there were changes to the constitution but no statutory changes.</li> </ul>	
11.	<p><b><u>City Deal Governance Arrangements</u></b></p> <ul style="list-style-type: none"> <li>Functions of the City Deal: <ul style="list-style-type: none"> <li>➤ Carmarthenshire – Accountable authority.</li> <li>➤ Pembrokeshire – Audit function</li> <li>➤ Swansea – Democratic / Monitoring Officer</li> <li>➤ Neath Port Talbot – Scrutiny.</li> </ul> </li> <li>Programme Director to be appointed and employed by Carmarthenshire County Council. They would be accountable to the Joint Committee.</li> <li>It was agreed that reference to the City Deal needs to be included in the Annual Report introduction.</li> </ul>	RJ
12.	<p><b><u>AOB</u></b></p> <p>The Local Government Bill to be included on the Agenda for future Corporate Governance Group.</p>	GA
13.	<p><b><u>Date of next meeting</u></b></p> <p>4<sup>th</sup> September 2019</p>	ALL