

Minutes of the Corporate Governance Group

11th February, 2020

10:00 am – 11:45 pm

Committee Room 2, 3 Spilman Street

Present:

Cllr. David Jenkins (DJ)	Executive Board Member (Resources) (Chair)
Cllr. Mair Stephens (MS)	Executive Board Member (HR)
Paul Thomas (PT)	Assistant Chief Executive
Chris Moore (CM)	Director of Corporate Services
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Alison Wood (AW)	People Services Manager
Linda Rees Jones (LRJ)	Head of Administration and Law
Gwyneth Ayers (GA)	Corporate Policy & Partnership Manager
Noelwyn Daniel (ND)	Head of ICT
Ruth Morgan (RM)	Senior Administrative Officer (Support)

Apologies:

Cllr. Tina Higgins (TH)	Councillor
Randell Hemingway (RH)	Head of Financial Services

Item No	Discussion / Action	Responsible Officer
1.	<p>Apologies As noted above.</p> <p>Helen Morgan to be removed from the circulation list.</p>	RM
2.	<p><u>Minutes of Last Meeting dated 27th June, 2019 – Accuracy / Matters Arising</u> The following had been raised :-</p> <ul style="list-style-type: none">• <u>Accuracy</u><ul style="list-style-type: none">1. <u>Item No. 4 – Corporate Strategy Update</u><ul style="list-style-type: none">➤ Audit are looking at corporate arrangements (to be completed by December 2019). <p>To read</p> <ul style="list-style-type: none">➤ Audit have looked at the corporate arrangements for the 3 Companies.	RM

	<ul style="list-style-type: none"> • <u>Matters Arising</u> 1. <u>Item No. 4 - Corporate Strategy Update</u> <ul style="list-style-type: none"> ➤ At a recent Audit Committee, it was acknowledged that there was a need for an informal training session outlining the arrangements and responsibilities for the 3 companies. <p>Suggestion was made to delay the training until September 2020.</p> <ul style="list-style-type: none"> ➤ LRJ to ascertain where the view of the Governance is at. 2. <u>Item No. 5 – Annual Report</u> <ul style="list-style-type: none"> ➤ Corporate Strategy to be combined into the report and updated version is to be published in June 2020. ➤ A full review will be required by October 2021/2022. 3. <u>Item No. 11 – City Deal Governance Arrangements</u> <ul style="list-style-type: none"> ➤ A City Deal Programme Director namely Mr. Jonathan Burnes has been appointed and will commence on 2nd of March, 2020. <p>Following the amendment and updates, it was AGREED that the minutes were a correct record.</p> 	<p>HP</p> <p>LRJ</p>
<p>3.</p>	<p><u>AGS</u></p> <p>HP thanked members of the group who had submitted their updated actions in Appendix 1 and notified that the AGS would be incorporated into the Statement of Accounts via Randal Hemingway's team. Deadline for Closure of Accounts, being May 2020.</p> <p>The group verbally discussed the AGS Appendix 1. HP to update the master copy accordingly.</p> <p>A request was made that individuals who had not had an opportunity to amend/update their respective AGS to forward to HP as soon as possible.</p>	<p>HLP</p>
<p>4.</p>	<p><u>4th September, 2019 – Corporate Governance Workshop on Ways of Working results</u></p> <p>On 4th September, 2019 Rob James facilitated a comprehensive and valuable Workshop on the 5 ways of working to the group.</p>	

	<p>5 ways of working being :-</p> <ul style="list-style-type: none"> • Long Term (LT) • Preventative (P) • Integration (Int) • Collaboration (C) • Involvement (Inv) <p>The following actions to be incorporated accordingly :-</p> <ul style="list-style-type: none"> • 5 ways of working to be included into the AGS. • Consultation and Engagement into respective Divisional Business Plans, if pertinent to the division. 	All to note
5.	<p><u>Discussion on the Governance of Regulatory Reports</u> GA referred to the Discussion Document and updated as follows:-</p> <ul style="list-style-type: none"> • Regulatory Reports are submitted to Audit Committee and by default quarterly to Scrutiny. • Engage with Tim Burton and Alison Lewis to agree on a new structure. • Draft protocol to be revised and re-issued accordingly. 	GA
6.	<p><u>Local Government Bill – WLGA Summary</u> GA referred to the WLGA summary which had been published on 18th November, 2019.</p> <p>GA to prepare a summary of key implications for the Council.</p> <p>A formal consultation on “Changes to Executive Governance Arrangements in principal Councils” is underway. GA to liaise with LRJ and draft a response accordingly.</p>	GA
7.	<p><u>Any Other Business</u> The following items had been raised as follows :-</p> <p><u>Mod.gov</u></p> <ul style="list-style-type: none"> • Chair enquired if there was a way of resolving the issues with IT / Mod.gov. <p><u>Annual Governance Statement</u></p> <ul style="list-style-type: none"> • Additional meeting to be held during March to agree the revised AGS and the possibility of an update of the Local Government and Elections (Wales) Bill. <p>HLP to re-issue the AGS to the group for updating purposes.</p>	<p>All to note</p> <p>HLP</p>

	RM to update officers' / members' calendars accordingly.	RM
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