

Minutes of the Corporate Governance Group

17th September, 2021

10.00 am – 11:30 am

Virtual Meeting: Teams

Present:

Cllr. David Jenkins (DJ)	Executive Board Member (Resources) (Chair)
Helen Pugh (HP)	Head of Revenues and Financial Compliance
Paul Thomas (PT)	Assistant Chief Executive
Linda Rees Jones (LRJ)	Head of Administration and Law
Alison Wood (AW)	People Services Manager
Gwyneth Ayers (GA)	Corporate Policy & Partnership Manager
Ruth Morgan (RM)	Senior Administrative Officer

Apologies:

Cllr. Mair Stephens (MS)	Executive Board Member (HR)
Chris Moore (CM)	Director of Corporate Services
Randal Hemingway (RH)	Head of Financial Services
Noelwyn Daniel (ND)	Head of ICT
Cllr. Tina Higgins (TH)	Councillor

Item No.	Discussion / Action	Responsible Officer
1.	<u>Apologies</u> As noted above.	RM
2.	<u>Minutes of previous Meetings dated 28th May, 2021 and Matters Arising</u> It was confirmed, the Minutes were a correct record. <u>Matters Arising</u> <ul style="list-style-type: none">• <u>Updated Code of Corporate Governance – (HLP)</u> CCG had been approved by the Audit Committee and was now closed and finalised.• <u>Revised Handling Personal Data Policy – (GA)</u> The Policy has now been approved and communications to be circulated to key staff and Board Members in due course.• <u>CCTV Policy (Internal Council System) – (GA)</u> GA thanked the Risk Management Steering Group for funding the post and 3 candidates were scheduled for interviews on Wednesday, 22nd of September, 2021.	

3.	<p><u>AGS – Update on Actions – (All)</u> A group discussion had been carried out in terms of reviewing / updating the current Actions and HLP updated the AGS master template accordingly.</p> <p>Chair confirmed, all group members were happy to accept the Report.</p> <p><u>AGS – Final version included in the Statement of Accounts</u> Chair confirmed, all group members were happy to accept the Report.</p>	
4.	<p><u>Internal Audit Draft Report – AGS – (HLP)</u> The Report and Action Plan was discussed and recommendations had been addressed by group members. HLP updated the group’s responses via the draft Report during the meeting.</p> <p>HLP to forward the revised Report to Meirwyn Thomas and cc. Board Members in order for the Report to be finalised.</p>	
5.	<p><u>Building a Better Council – (Decision to remove the Agenda Item, required from the Group) – (All)</u> The Group agreed, the agenda item would be raised as and when deemed necessary.</p>	
6.	<p><u>Information Governance – Verbal Update – (GA)</u> GA confirmed, a data breach had been reported to the Commissioner’s Office during the summer, relating to a potential breach in St. David’s Park and the Information Commissioner’s response being, no further action was required. However, internal arrangements were being looked at, to ensure the situation did not occur again.</p> <p>For information purposes, GA informed the group, due to a recent restructure within her team, as of 1st of October, 2021 the Information Governance Team would now report directly to John Williams, ICT Operations & Governance Manager.</p> <p><u>Information Governance – Informal Group Actions/Minutes – (Last meeting had to be cancelled therefore no minutes to share)</u> As stated above.</p>	

7.	<p><u>Performance and Governance of Principal Councils (Local Government and Elections Bill (Wales) on Chapter 6) – Verbal Update – (GA)</u></p> <ul style="list-style-type: none"> • <u>Performance Management Framework</u> Currently in the process of finalising a draft Performance Management Framework. Draft to be circulated to all departmental DMTs during October and to be submitted to CMT and Cabinet during November for approval. <p>Framework document to be shared with the group at the next meeting by GA.</p> <ul style="list-style-type: none"> • <u>Regulatory Reports</u> A new approach has been implemented on how regulatory reports are being published as oppose to previously (ie. Reports submitted directly to Audit Committee). Process being now, Reports to be forwarded to CMT and Pre-Cabinet prior to the Governance and Audit Committee. Audit Wales, Estyn and CIW Reports to be included also. <p>A Carmarthenshire Response Plan is to be developed for any national and local Reports and the recommendations from those Reports will be monitored through PIMS and reported to CMT, Pre-Cabinet and the Governance and Audit Committee.</p> <ul style="list-style-type: none"> • <u>Risk Training – Facilitated Sessions – (HLP)</u> Facilitated sessions are to be carried out by an external provider (ie. the Organisation’s Insurer). The Facilitator to accommodate the following Officers/Sessions:- <ul style="list-style-type: none"> - CMT and HoS - Cabinet Members - Members of staff who are responsible for collating and manage risk(s) - Training Session of Awareness for the Governance and Audit Committee <p>HLP to arrange for GA to be invited to the CMT / Cabinet and Members of Staff facilitated sessions.</p>	
8.	<p><u>Regulations to establish Corporate Joint Committees (CJCs) – Verbal Update – (LRJ)</u></p> <p>LRJ provided the following updates for the group’s information:-</p>	

	<ul style="list-style-type: none"> • Statutory Officers have now been agreed at Officer level. • Chris Moore to take the lead as a Section 151 Officer for the Local Authority's CJC. • Neath & Port Talbot C.C., responsible for the Monitoring Officer Scrutiny functions. • Pembroke C.C., responsible for the Governance and Audit Committee function. • Continue to finalise how many Committees are required to sit under the main CJC. • Budget to be set by 30th January, 2022. • Uncertain if there would be an opportunity for employees to be seconded. 	
9.	<p><u>CRWG – Verbal Update – (LRJ)</u> The following items had been raised during a CRWG meeting dated the 16th of September, 2021.</p> <p><u>New Local Government and Elections Wales Act</u> The changes which required to be modified to reflect the new Act, had now been completed.</p> <p><u>Revising the Scheme of Delegation to Officers</u> The revised Report had been submitted to CRWG.</p> <p><u>Changes to the Protocol on the Public and Town and Community Councils</u> Process to be put in place for only 2 Objectors be entitled to speak during a Planning Committee meeting.</p>	
10.	<p><u>Monitoring outputs of Carmarthenshire CC led projects</u> The group considered and AGREED, the above agenda item would not be a standard item but would be included as an Agenda item every 6 months.</p>	
11.	<p><u>Planning Service Governance Arrangements – (HLP)</u> HLP enquired, as a governance group, whether the group had a role in relation to the above.</p> <p>The following had been AGREED and raised:-</p> <p><u>Intervention Board</u> It had been AGREED, as Chair of the Intervention Board, Noelwyn Daniel to report to the group and provide updates accordingly.</p>	

	<p><u>Council Meeting – 15/09/21</u></p> <ul style="list-style-type: none"> • <u>Chair of Planning</u> A Notice of Motion had been submitted for the Chair of the Planning Committee to publish monthly reports of awaiting applications and enforcements. However, it had been declined. • <u>Release of Report</u> Leader agreed to release Report for all members of Council to have sight of. Report being stored in the document library. <p><u>Head of Planning</u> To reflect the wider corporate objectives, an advert for the new role of Head of Place and Sustainability has been published and the closing date being 27th of September, 2021 with a view to the scheduled Appointments Panel to meet, 1st week of November.</p>	
12.	<p><u>Any Other Business</u> No other items had been raised by group members.</p> <p>Chair thanked all present for their attendance and contribution and called the meeting to a close at 11:30 am.</p>	