

## **Corporate Governance Officer Group – Terms of Reference**

### **The Corporate Governance Group is a sub group of Leadership Team**

**Purpose / role of the group:** to ensure Good Governance by:

- annually reviewing aspects the Governance arrangements of the Authority via an agreed work program;
- ensuring the Torfaen Code of Corporate Governance is up to date;
- monitoring the progress of the work strands in the work program; and
- producing the Annual Governance Statement (AGS).

### **CORE Group Membership:**

- Assistant Chief Executive (Resources); (Chair)
- Monitoring Officer;
- Head of Business Support & Intelligence; and
- Head of Internal Audit

Support provided by Senior Corporate Improvement & Scrutiny Officer

### ***WIDER Membership (by invitation for specific work program updates):***

- Assistant Chief Executive (Strategy);
- SIRO (Head of Public Services Unit)
- Head of Financial Services;
- Head of Strategic Human Resources; and
- Head of Procurement.

### **Accountability:**

- To prepare and present the Annual Governance Statement to the Audit Committee for comment and scrutiny and then on to Council.
- To regularly update Leadership Team on the progress on the work program.

### **Meetings**

- meetings will be arranged on a quarterly basis.
- the Chair will co-ordinate the agenda and distribute the papers accordingly.
- non-core members will be invited to the meetings when appropriate.