

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

Minutes of the meeting of the Audit Committee held on Monday, 17th September 2018 at 5 p.m. at the County Borough Council Offices, The Pavilions, Clydach Vale.

PRESENT

County Borough Councillors

L. M. Adams	M. Fidler Jones
G. Caple	M. Norris
A. Cox	M. Powell
G. R. Davies	E. Webster
J. Cullwick	R. Yeo

OTHER MEMBERS IN ATTENDANCE

County Borough Councillor G. Jones

OFFICERS

Mr M. Crumbie - Head of Internal Audit & Procurement Development Programmes
Mr P. Griffiths – Service Director, Performance & Improvement
Mrs S. Davies – Head of Finance, Education and Financial Reporting
Mr. C. B. Jones – Director, Legal & Democratic Services

Mr R. Hull – Lay Member

WALES AUDIT OFFICE

Mr Mike Jones – Financial Audit Manager
Mr R. Harries – Engagement Lead

12. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors H. Boggis, K. Jones, S. Pickering, R. W. Smith and G. Thomas.

13. DECLARATIONS OF INTERESTS

The Head of Internal Audit & Procurement Development Programmes declared a personal interest in relation to Agenda Item 7 – Finalised Internal Audit Assignments – “My wife works at Cardinal Newman Roman Catholic Comprehensive School as the Bursar”.

14. MINUTES

RESOLVED – to approve as an accurate record the minutes of the meeting of the Audit Committee held on the 12th July 2018 subject to the minute reading ‘*the appointment of Vice Chair would now be referred to Full Council*’.

15. ELECTION OF VICE-CHAIR OF THE AUDIT COMMITTEE FOR 2018-19

Following consideration of the previous Minutes (12th July 2018, Minute No. 14 above refers) it was **RESOLVED** to defer consideration of the election of the Vice-Chair to the next appropriate Full Council.

16. OVERVIEW OF THE ARRANGEMENTS IN PLACE TO SUPPORT SCHOOLS

The Head of Internal Audit & Procurement Development Programmes presented an overview of the Internal Audit work that has taken place in respect of schools over the past two financial years. A summary of the outcomes of the work undertaken was presented to Members as part of the presentation.

Following the review of the work completed by Internal Audit, the Head of Finance, Education & Financial Reporting outlined the range of support and training in place for staff and Governors within schools that included mandatory induction governor training and a Service Level Agreement between the Council and Schools to support governing bodies in their role.

The Head of Finance, Education & Financial Reporting also outlined the range of support in place in respect of financial administration and provided Members with a brief introduction and electronic link to an online bilingual resource that has been developed by the Council to assist school based staff when undertaking their role in respect of annual budget setting. Members were informed that a further video was being developed to assist with the monitoring of budgets.

The Committee acknowledged the range of training available to schools and asked whether there is a process in place to ascertain which schools have not taken part in scheduled training events. The Head of Finance, Education & Financial Reporting confirmed that registers of attendees are maintained but no formal mechanism is in place to review non attendance. In addition, Members suggested that when issues classed as High Priority by Internal Audit are identified in future, that the Internal Audit Service requests details of training received by the relevant school based staff and this be reported as part of the final audit report.

Following discussion it was **RESOLVED** to:

1. Acknowledge the arrangements in place to support schools.
2. In the event of future 'high' priority recommendations being made by Internal Audit, the details of any training received by members of staff at the school be included within the final report.

17. THE ROLE OF AUDIT COMMITTEE - INTERNAL AUDIT & EXTERNAL AUDIT INCORPORATING THE DRAFT WORK PLAN FOR 2018/19

The Head of Internal Audit & Procurement Development Programmes presented an overview of the report and this was accompanied by a presentation from the Wales Audit Office's Engagement Lead.

The Head of Internal Audit & Procurement Development Programmes requested the Committee to consider the draft Audit Committee Work Plan for the 2018/19 municipal year in terms of whether it would support the delivery of the Committee's Terms of Reference having regard to the CIPFA Practical Guidance Note 2018 which was also attached to the report.

Following consideration of the report it was **RESOLVED** to:

1. Acknowledge the contents of the report; and
2. Endorse the draft Work Plan for the 2018/19 municipal year.

18. INTERNAL AUDIT PERFORMANCE 2018/19

The Head of Internal Audit & Procurement Development Programmes presented the report of the Group Director, Corporate & Frontline Services in respect of the Internal Audit Service between 1st April 2018 and 4th September 2018.

The Internal Audit Plan was attached to the report at Appendix 1 and included the status of each audit review, the quarter in which the audit is/was planned to commence and incorporated the detailed performance information for each Internal Audit Review. Appendix 2 to the report provided a summary of the status of all recommendations made by the Internal Audit Service, grouped under the relevant service of the Council. It was confirmed that all had been implemented.

It was reported that, as at the 17th September 2018, 29% of the Plan had been completed to report stage.

Following consideration of the report it was **RESOLVED** to receive and acknowledge the information presented.

19. FINALISED AUDIT ASSIGNMENTS

The Head of Internal Audit & Procurement Development Programmes introduced the report of the Group Director, Corporate & Frontline Services in respect of the audit assignments completed between 1st July 2018 and 4th September 2018:-

- Cardinal Newman Roman Catholic Comprehensive School;
- Cwmbach Community Primary School;
- Darrenlas Primary School; and
- Post 16 Planning & Funding 2017/18.

The Committee was reminded that the Head of Internal Audit & Procurement Development Programmes had previously declared a personal interest in respect of the audit assignment for Cardinal Newman Roman Catholic Comprehensive School (Minute No.13 noted earlier refers). Members were informed how the conflict of interest was managed during the course of the audit with the Head of Internal Audit & Procurement Development Programmes having no role / responsibility in respect of the audit being delivered.

A Member requested that the introductory narrative be made clearer within Internal Audit reports for specific schools by adding in 'language' when describing 'English Faith' schools.

In addition, another member requested clarity around the link between the school and the delivery of 6th form provision at Coleg y Cymoedd. The Head of Internal Audit & Procurement Development Programmes indicated that feedback will be provided at the next Committee.

Following consideration of the outcomes of the assignments it was **RESOLVED:-**

1. To receive and acknowledge the information contained within the report.
2. To receive feedback at the next Audit Committee meeting on the 6th form provision arrangements at Cardinal Newman Roman Catholic Comprehensive School.

R.HULL

CHAIR

The meeting closed at 6.30 p.m.