

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

AUDIT COMMITTEE

Minutes of the meeting of the Audit Committee held at the County Borough Council Offices, The Pavilions, Cambrian Park, Clydach Vale on Tuesday 15th October, 2013 at 5 p.m.

Present:

R.Hull – in the Chair

County Borough Councillors:

L M Adams	R Smith
(Mrs) A Calvert	B Stephens
C Davies	J Watts
J Davies	P Wasley
M Griffiths	E Webster
S Lloyd	D Weeks

Officers in Attendance:

Mr P Griffiths – Service Director, Performance & Resources
Mr M Crumbie – Operational Audit Manager
Mr C Jones – Service Director, Legal & Democratic Services

Wales Audit Office:

Ms H Holt – Financial Audit Team Leader

26. APOLOGY FOR ABSENCE

An apology for absence was received from County Borough Councillor (Mrs) J Bunnage.

27. DECLARATIONS OF INTERESTS

In accordance with the Members' Code of Conduct there were no declarations of interest pertaining to the agenda.

28 MINUTES

RESOLVED – to approve as an accurate record, the minutes of the meeting of the Audit Committee held on the 16th September, 2013.

29 MATTERS ARISING

- a) Minute 25 (b) – the Operational Audit Manager advised the Committee of details of the scope used when undertaking the Transition Planning review.
- b) Minute 25 (c) – The Committee were advised that the Service Director for the area had provided management response times which were realistic and achievable.
- c) Minute 25 (d) – The Chairman advised the Committee that a letter of response had been received from Y Pant Comprehensive School.

REPORTS OF THE GROUP DIRECTOR, CORPORATE SERVICES

30 PROGRESS AGAINST THE 2013/14 AUDIT PLAN

The Operational Audit Manager referred Members to the report before them, which provided an update on the progress made by the Internal Audit Service in delivering the Audit Plan 2013/14, together with performance against targets for the service up to 30th September 2013.

It was reported that at 30th September 2013, 33% of the Audit Plan had been completed to report stage and that the performance indicators for the service did not raise any concerns at this stage of the year.

In relation to the target set for the delivery of the Internal Audit plan, Members queried whether that would ever be achieved (in this and any other years). The Operational Audit Manager explained the process adopted when putting the draft audit plan together and also described the contingencies for unplanned work and sickness absence. By putting the contingencies in place the Operational Audit Manager confirmed that setting a target of 100% should, based on the audit planning process, be achievable. Members were advised that where unplanned work was undertaken, which was over and above that planned for via contingencies, there would undoubtedly be a knock on effect in terms of achieving 100% of the audit plan. The Service Director Performance & Resources also confirmed that the overall opinion of the Head of Internal Audit on the control environment was based upon a combination of the outcomes of planned and unplanned work undertaken during the financial year, therefore not completing 100% of the planned work does not necessarily mean a reduced level of assurance at the end of the financial year.

Following discussions the Committee **RESOLVED** to note the contents of the report.

31. FINALISED AUDIT ASSIGNMENTS 2013/14

The Committee were presented with a summary of audit assignments completed between 31st August 2013 and 30th September 2013. The

report outlined a summary of the reviews undertaken and the audit opinions for each assignment.

The Committee considered the summarised audit assignments in respect of:-

- Cynon Valley Museum;
- Housing Team;
- Strategic Projects.

Following consideration of the above mentioned summaries, it was **RESOLVED:-**

- a) To note the contents of the report;
- b) That the Service Director, Performance & Resources refer the Committee's comments made in relation to the poor management witnessed within Cynon Valley Museum to Management;
- c) That a summary of similar establishments to Cynon Valley Museum be presented to Committee to provide Members with information in relation to when they were last audited together with a summary of the audit opinions if available.

32 ANTI FRAUD, BRIBERY & CORRUPTION POLICY AND PROCEDURE.

The Operational Audit Manager provided the Committee with a copy of the Council's Anti Fraud, Bribery and Corruption Policy and Procedure and it was advised that the purpose of the policy was to provide Members, Officers, Partners, outside agencies and the general public with the Council's main principles for countering fraud, bribery and corruption. The Operational Audit Manager continued by advising that the policy set out the Council's stance against fraud, bribery and corruption, the reporting avenues for suspected irregularities, the linkage to the Council's broader strategy for countering fraud, bribery and corruption and also the contact details of the officers responsible for co-ordinating the policy. .

Following comments on the policy and procedures it was **RESOLVED:-**

- a) To note the contents of the Anti Fraud, Bribery & Corruption Strategy;
- b) To amend the wording within 1.1 of the policy to include 'stringent controls around Gifts and Hospitality';
- c) That the policy be included as an appendix to the Council's 'Member Code of Conduct';
- d) That the Committee receives information in relation to how the Council monitors the performance of appointed contractors.

**MR.ROGER HULL
CHAIRMAN**

The meeting closed at 5.50 p.m.

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