

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 Monday 16th June, 2014 at 5 p.m.

Present:

R.Hull – in the Chair

County Borough Councillors:

| | |
|-----------------|------------|
| L M Adams | B Stephens |
| (Mrs) J Bunnage | J Watts |
| (Mrs) A Calvert | E Webster |
| C Davies | D Weeks |
| M Griffiths | C J Willis |

Officers in Attendance:

Mr L Gripton - Director of Customer Care & ICT
Mr.M.Crumbie – Operational Audit Manager
Mr C Jones – Service Director, Legal & Democratic Services
Ms H Holt – Wales Audit Office

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors S Lloyd, R Smith and P Wasley.

2. DECLARATIONS OF INTERESTS

In accordance with the Members' Code of Conduct the following declaration of personal interest pertaining to the agenda was made:-

- a. County Borough Councillor A Calvert – Agenda Item 7–‘ I am a Governor on Capcoch Primary ’

3. ELECTION OF CHAIRMAN OF THE AUDIT COMMITTEE

The Committee **RESOLVED** – That Mr.R.Hull, lay member, be elected as Chairman of the Audit Committee for the Municipal Year 2014/15.

4. ELECTION OF VICE-CHAIRMAN OF THE AUDIT COMMITTEE

The Committee **RESOLVED** – That County Borough Councillor L.M.Adams be elected as Vice-Chairman of the Audit Committee for the Municipal Year 2014/15.

5. MINUTES

RESOLVED – to approve as an accurate record, the minutes of the meeting of the Audit Committee held on the 7th May, 2014.

6. WELCOME

The Chairman took the opportunity to welcome County Borough Councillor C Willis to the Committee membership and also welcomed Ms H. Holt from the Wales Audit Office to the meeting.

7. MATTERS ARISING

- a) Minute 65 (b) – The committee were advised of the requirements for a school private fund and the appointment of a secretary to the fund.
- b) Minute 65 (c) – The Operational Audit Manager advised that the inappropriate expenditure incurred from the Treorchy Primary School's Private Fund amounted to £33.78, which was used to purchase flowers as a 'thank you' to a volunteer working within the school.
- c) Minute 65 (d) – The Operational Audit Manager clarified the grading of internal audit reviews.

8. INFORMATION MANAGEMENT – AN OVERVIEW

The Director of Customer Care & ICT provided the Committee with a PowerPoint presentation, giving an overview of Information Management, advising of the legal requirements and best practice standards that relate to the way information should be handled.

The presentation also provided the Committee with information in relation to the achievements to date, which included the formation of appropriate Information Governance Structure, robust policies and procedures within the Authority and staff training, development and awareness. The Director of Customer Care & ICT also advised of the successful Public Service Network (PSN) Accreditation by GCHQ awarded to the Authority in 2013/14, stressing the importance and risk associated with this annual requirement A summary of the detailed Action Plan for 2014/15 was also provided to the Committee.

The Director of Customer Care & ICT concluded his presentation by highlighting areas for consideration, including the new EU Data Protection Legislation due in 2016 incorporating 'privacy by design' principles and the Director provided a brief summary of the potential issues of concern in relation to the legislation. Issues in respect of the

growth in information sharing work to support collaborative working with partners and for key initiatives e.g. Joint Education Service, MASH, YOT etc. were also noted..

Following the presentation the Chairman thanked the Director of Customer Care & ICT for the detailed presentation and welcomed Members questions.

The Director of Customer Care & ICT was queried on the training available to Members and the Director confirmed that the service was currently compiling a training package which would be delivered to members in the near future, and one Member commented on the usefulness of a summary document encapsulating the salient points, with advice and guidance on Information Management.

Members also queried the applications available in respect of storing of data in the 'Cloud' and the Director commented on EU law which prohibits the transfer of data outside of the EU and issues that need to be considered when assessing the use of such services. It was noted that the future EU Data Protection laws could impact on existing and future information sharing arrangements and potential data ownership / consent conflicts e.g. Electoral Registration and joined-up working across the wider public sector .

Following the discussions, the Committee **RESOLVED** to:-

- a) Note the contents of the PowerPoint presentation
- b) Receive a summary advice and guidance document / bulletin in respect of Information Management.

9. AUDIT COMMITTEE WORK PROGRAMME 2014/15

The Operational Audit Manager referred members to his report which provided a timetable for the delivery of a suggested work programme for Audit Committee in 2014/15, in order to ensure that the Committee meets its overall Terms of Reference.

The Officer was queried on the balance of the workload and its timetabling on certain committee dates and the officer clarified that the work programme was influenced by the need for reporting of information to Members within a certain time period.

The Committee **RESOLVED** to:-

- a) note the contents of the report
- b) Agree the suggested work programme and the timetable for delivery during the 2014/15 Municipal Year.

10. PROGRESS AGAINST THE 2014/15 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 2014/15, together with performance against targets for the service up to 31st May 2014.

It was reported that at 31st May 2014, 8% 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 early stage of the year.

The Operational Audit Manager confirmed that the status summary of agreed recommendations had not been produced within the report because it was in the process of being developed by the new software supplier, although he confirmed that this would be made available in future meetings.

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

11. FINALISED AUDIT ASSIGNMENTS 2014/15

The Committee were presented with a summary of audit assignments completed between 17th April and 3rd June 2014. 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:-

- Llwynypia Primary School
- Bryncelynnog Comprehensive School
- Trading Standards
- Streetcare Enforcement

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

- a) To note the contents of the report.
- b) That a letter be sent congratulating Llwynypia Primary School on the overall good standard of internal control in place.
- c) That Internal Audit undertake a follow up review of Bryncelynnog Comprehensive School.
- d) That the further information requested in respect of the Trading Standards review be provided to the next Audit Committee meeting.

**MR.ROGER HULL
CHAIRMAN**

The meeting closed at 6.20 p.m.