

**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 28th July, 2014 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
M Griffiths	D Weeks
S Lloyd	

**Other Member(s) in attendance:**

County Borough Councillor (Mrs) M Webber.

**Officers in Attendance:**

Mr P Griffiths – Service Director, Performance & Improvement  
Mr M Crumbie – Operational Audit Manager  
Mr C Jones – Service Director, Legal & Democratic Services  
Mr J Saunders – Wales Audit Office

**12. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Borough Councillors S Bradwick, (Mrs) J Bunnage, (Mrs) S Jones, P Wasley, E Webster and C J Willis.

**13. DECLARATIONS OF INTERESTS**

In accordance with the Members' Code of Conduct, there were no declarations of personal interest made pertaining to the agenda at this juncture of the meeting.

**14. WELCOME**

The Chairman took the opportunity to welcome County Borough Councillor (Mrs) M Webber to the meeting and also took the opportunity to advise Members that Councillor P. Wasley had tendered his apologies for the meeting, although he had raised a number of queries in respect of information within the agenda. With the

Committee's consent it was **RESOLVED** that the Chairman would respond to the queries.

**15. MINUTES**

**RESOLVED** – to approve as an accurate record, the minutes of the meeting of the Audit Committee held on the 16<sup>th</sup> June, 2014.

**16. MATTERS ARISING**

- a) Minute 8 (b) – The Committee were advised that the guidance document in respect of Information Management was to be completed by the end of the week and would be circulated to Members.
- b) Minute 11(b) - It was confirmed that a letter had been sent to Llwynypia Primary School congratulating them on the overall good standard of internal control in place.
- c) Minute 11 (c) – The Operational Audit Manager confirmed that the follow-up review for Bryncelynog Comprehensive School had been programmed into the Audit work plan.
- d) Minute 11 (d) – The Operational Audit Manager provided the Committee with an overview of the Trading Standards referrals.

**17. 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 30<sup>th</sup> June 2014.

It was reported that at 30<sup>th</sup> June 2014, 13% 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.

One Member queried whether the Committee could receive comparative information on previous year's performance to assist the Committee to benchmark and monitor performance and clarification was also sought on the Client satisfaction measure utilised.

The Committee discussed the procedures in place for scoping future reviews, and the assistance Members could provide for some areas. The Service Director, Performance and Improvement advised of the current practices in place for scoping of reviews and confirmed that Members' observations and suggestions would be considered when the scopes for specific reviews are discussed with Managers.

The planned follow up review of the Cynon Valley Museum was discussed by the Committee and the Operational Audit Manager confirmed that although the museum was to be closed, Internal Audit

would work with the service to ensure a good standard of internal control was in place to support closedown arrangements.

Following discussions the Committee **RESOLVED:-**

- a) To note the contents of the report.
- b) To receive comparative information on previous year's performance within future reports.
- c) To receive a copy of the Client Satisfaction Questionnaire for information
- d) That a short summary of the work undertaken by Internal Audit in relation to the Cynon Valley Museum is provided to Committee when complete.

## **18. FINALISED AUDIT ASSIGNMENTS 2014/15**

The Committee were presented with a summary of audit assignments completed between 4<sup>th</sup> June and 11<sup>th</sup> July 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:-

- Corporate Governance Unit
- Council Tax
- Porth County Community School
- St John Baptist Church in Wales Comprehensive School
- Bodringallt Primary School.

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

- a) To note the contents of the report.
- b) That the Operational Audit Manager provides feedback on the Governing Body support arrangements in place for Porth County Community School and St John Baptist Church in Wales Comprehensive School.
- c) That Internal Audit undertake a follow up review of St John Baptist Church in Wales Comprehensive School.
- d) That the Committee receive an overview of how training in relation to financial and governance arrangements is delivered to Schools.
- e) That a letter be sent congratulating Bodringallt Primary School on the overall good standard of internal control in place.

(N.B. Councillor J Watts made a declaration of interest at this juncture of the meeting "I am a Governor of Bodringallt Primary School.")

## **19. CHAIRMAN'S REMARKS**

The Chairman referred to a number of requests received from Members of the Committee in respect of further guidance on the remit of the Audit Committee. It was **RESOLVED** that the Terms of

Reference of the Committee would be re-circulated to all Members for information.

**MR.ROGER HULL  
CHAIRMAN**

**The meeting closed at 5.50 p.m.**