

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, 15th September, 2014 at 5 p.m.

Present:

R.Hull – in the Chair

County Borough Councillors

L.M.Adams	S.Lloyd	P.Wasley
C.Davies	R.W.Smith	E.Webster
M.Griffiths	B.Stephens	C.J.Willis
(Mrs.)S.J.Jones		

Officers in Attendance

Mr.B.Davies – Director, Financial Services
Mr.P.Griffiths – Service Director, Performance & Improvement
Mr.C.Jones – Service Director, Legal & Democratic Services
Mr.M.Crumbie – Operational Audit Manager

Wales Audit Office

Mr.J.Herniman

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors S.Bradwick, (Mrs.)J.Bunnage, (Mrs.)A.Calvert, J.Watts and D.Weeks.

21. DECLARATIONS OF INTEREST

In accordance with the Code of Conduct, County Borough Councillor (Mrs.)S.J.Jones declared a personal interest in Agenda Item 2 – Minutes (Minute No.16(b)) and Agenda Item 3 – Progress against the 2014/15 Audit Plan as she is on the Governing Body of Llwynypia Primary School.

22. MINUTES

RESOLVED – to approve as an accurate record, the minutes of the meeting of the Audit Committee held on the 28th July, 2014.

23. MATTERS ARISING

- (a) Minute No.17(b) – This information was incorporated within Agenda Item 3 on today's agenda (Minute No.24 below, refers).
- (b) Minute No.17(c) – A copy of the Client Satisfaction Questionnaire was circulated at the meeting, for the information of Members.
- (c) Minute No.17(d) – The Operational Audit Manager reported that work was still ongoing in respect of the Cynon Valley Museum and Members would be provided with a summary of the work undertaken on completion.
- (d) Minute No.18(b) – The Operational Audit Manager reported that both Porth County Community School and St. John Baptist Church in Wales High School had opted out of the services of the Council in providing governing support. However, all schools are invited to the relevant training sessions. The Operational Audit Manager also reported that there was a Helpline Service available via which the two schools concerned could obtain advice and guidance.
- (e) Minute No.18(d) – The Operational Audit Manager reported that in addition to the training that is provided to School Governors, within the last 12 months, every Headteacher has been invited to training e.g. in budget monitoring. The training sessions are delivered in groups of 15 – 20 individuals and individual support is also available. In September of this year, every school was invited to training sessions on areas that included the SIMS System, Information Management, Financial Budget Monitoring and Procurement Requirements.
- (f) Minute No.18(e) – It was confirmed that a letter of congratulations had been sent to Bodringallt Primary School.
- (g) Minute No.19 – The Terms of Reference of the Audit Committee were circulated at the meeting.

24. PROGRESS AGAINST THE 2014/15 AUDIT PLAN

The Operational Audit Manager provided Members with 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 August, 2014.

It was reported that as at the 31st August, 2014, 24% of the Audit Plan had been completed to report stage.

RESOLVED – To note the information.

25. FINALISED AUDIT ASSIGNMENTS 2014/15

The Operational Audit Manager provided Members with a summary of audit assignments completed between 12th July and 31st August, 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:

- Chief Executive's Division
 - Sickness Absence Policies and Procedures
- Community and Children's Services
 - Independent Reviewing Officers
- Corporate Services
 - Asset Management
- Education and Lifelong Learning
 - Darrenlas Primary School
 - Tonyrefail Comprehensive School (Follow Up)
 - Trehopcyn Primary

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

1. To note the contents of the report.
2. That when the Operational Audit Manager presents the findings of the sickness absence audit report to each group management team the concerns of the audit committee are relayed.
3. That Members be provided with the "Matrix" used by Internal Audit when assigning the ratings of individual recommendations and overall opinions.
4. To note that the letting of the school facilities at Tonyrefail Comprehensive School will not take place without the formal endorsement of the Headteacher.
5. That a letter be sent congratulating Darrenlas Primary School on the overall good standard of internal control in place.

26. DRAFT STATEMENTS OF ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MARCH, 2014

The Director, Financial Services presented his report which provided the Committee with the opportunity to consider the certified draft Statement of Accounts for 2013/14 financial year in respect of the Council, Llwydcoed Crematorium Joint Committee and Central South Consortium Joint Education Service Joint Committee, along with an update of the audit process being undertaken by the Wales Audit Office.

The Committee were provided with a brief overview of the statutory process in respect of the preparation of the draft statements of accounts and the role of Audit Committee as outlined within the Local Government Measure 2011. Whilst guiding Members through the reports the Director, Financial Services also highlighted the critical judgements in applying accounting policies and assumptions made about the future and other major sources of estimation uncertainty.

The Committee were also advised that the Wales Audit Office had been carrying out their external audit upon the draft statement of accounts, which would be presented to the relevant Committees before the end of the month

(September 2014). The Relationship Manager (Wales Audit Office) proceeded to provide the Committee with a verbal update on the audit and advised that whilst no major issues had been identified, there were a number of mis-statements (in both the accounts of the Council and the Central South Joint Education Services Joint Committee) which management had agreed to correct.

The Committee **RESOLVED** :-

- a) To Note the Council's certified draft Statement of Accounts for the financial year 2013 /14
- b) To Note the Llwydcoed Crematorium Joint Committee certified draft Statement of Accounts for the financial year 2013 /14
- c) To Note the Central South Consortium Joint Education Service Joint Committee certified draft Statement of Accounts for the financial year 2013 /14
- d) That there were no issues brought before the Committee during the year which would impact on the Accounts which need to be brought to the attention of Council in approving the Statement of Accounts on the 24th September 2014.

27. DATE OF NEXT MEETING

The Chairman announced that the next meeting of this Committee will be held on Thursday, 30th October, 2014 and not Monday, 27th October, 2014 as previously arranged.

**MR.ROGER HULL
CHAIRMAN**

The meeting closed at 6.10 p.m.