

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

Minutes of the meeting of the Audit Committee held on Monday, 5th December, 2016 at 5 p.m. at the Council Offices, The Pavilions, Clydach Vale

PRESENT

Mr.R.Hull – in the Chair

County Borough Councillors

J.Bunnage	G.Smith
W.J.David	G.Stacey
(Mrs.)A.Davies	P.Wasley
P.Griffiths	E.Webster
(Mrs.)S.J.Jones	C.J.Willis

OFFICERS

Mr. C. B. Jones – Service Director, Legal & Democratic Services
Mr. P. Griffiths – Service Director, Performance & Improvement
Ms. K. May – Head of Democratic Services

29 CHAIRMAN'S REMARK

The Chairman informed the Committee that Mr.M.Crumbie, Operational Audit Manager had received an urgent telephone call prior to the meeting commencing and would therefore not be attending this meeting.

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Borough Councillors A.Calvert, C.Davies and C.J.Williams.

31 DECLARATIONS OF INTERESTS

In accordance with the Members' Code of Conduct the following declarations of interest were made:-

- County Borough Councillor W.J.David – Agenda Item 5 – Finalised Audit Assignments 2016/17 – “I know the Head of Ysgol Ty Coch who is also Acting Head Teacher at Ysgol Hen Felin”.
- County Borough Councillor (Mrs.)S.Jones – Agenda Item 4 – Internal Audit Performance 2016/17 – “There is reference to Pontrhondda Primary School in the report of which I am a Governor”.
- County Borough Councillor G.Smith – Agenda Item 4 – Internal Audit Performance 2016/17 – “I am a Governor of two schools in Porth that are mentioned in the report”.

32 MINUTES

RESOLVED – to approve as an accurate record the minutes of the meeting of the Audit Committee held on the 31st October, 2016.

33 MATTERS ARISING

1. Minute No.26(2) – the Service Director, Performance & Improvement confirmed that detailed testing of the records will be undertaken in the follow up review in Quarter 4 and that the Headteacher intends to remove the five individuals on the original staff list by the 31st December, 2016 following a review of the staff list with Human Resources.
2. Minute No.28(2) – the Service Director, Performance & Improvement that an insert will be included in the February/March payslips.

REPORTS OF THE GROUP DIRECTOR, CORPORATE & FRONTLINE SERVICES

34 2015/16 ANNUAL GOVERNANCE STATEMENT RECOMMENDATIONS – AN UPDATE

In his report, the Group Director, Corporate & Frontline Services provided Members with an update on the status of the recommendations that were made within the 2015/16 Annual Governance Statement and following consideration of the information reported upon, it was **RESOLVED** – to note that Members were satisfied with the progress that was being made and action taken to implement the five recommendations contained within the 2015/16 AGS as shown at Appendix A to the report.

35 INTERNAL AUDIT PERFORMANCE 2016/17

In his report, the Group Director, Corporate & Frontline Services provided performance information in respect of the Internal Audit Service between 1st April, 2016 and 22nd November, 2016.

Attached to the report at Appendix 1 was a copy of the Audit Plan, which included details of the status of each planned audit review, the quarter in which the audit is/was planned to commence together with detailed performance information for each Internal Audit review; and attached at Appendix 2 was a summary of the status of all recommendations made by the Internal Audit Service grouped under the relevant service of the Council.

In response to a question raised by a Member in respect of sickness absence compliance, the Service Director, Performance & Improvement stated that the fieldwork was still progressing in this area and that the Auditors were working

with HR and looking at samples of sickness cases to ensure that they were being dealt with in accordance with the policy. It was hoped that the review would be completed before Christmas and a draft report would be issued in the New Year.

RESOLVED – to note the information.

36 FINALISED AUDIT ASSIGNMENTS 2016/17

The Group Director, Corporate & Frontline Services provided the Committee with a summary of the audit assignments completed between the period 18th September, 2016 to the 22nd November, 2016.

In accordance with Minute No.26(3), Members were provided with an update in respect of the status of each of the recommendations for Ysgol Hen Felin, when it was reported by the Service Director, Performance & Improvement that overall the picture that was being presented was that the Head Teacher and staff were making progress in terms of implementing the recommendations. However, the school needs to appoint two Independent Fund Auditors to undertake an independent review in respect of the School Private Fund arrangements and in response to a query raised by a Member, the Service Director, Performance & Improvement indicated that it is in the Head Teacher's gift to make such appointments and not the Council's.

In respect of the status of Rhondda Heritage Park, the Service Director, Performance & Improvement informed the Committee that members of the public were now able to book tours online following the introduction of the new booking system that was recently put in place.

Concern was expressed by Members in respect of no consistent practices being in place across all leisure centres whereby debtor invoice income due is monitored to ensure that invoices have actually been paid and that there didn't seem to be a "flagging up" system on the computers for staff to be aware that such payments had not been made and that there was no additional penalties added to the bill.

A Member queried the employment status check that should be undertaken for all individuals using the HMRC Employment Status Indicator (ESI) tool as it was difficult to identify an entity as an employee or self employed in terms of systems for schools.

Following consideration of the report, it was **RESOLVED** –

1. To note the information;
2. That a progress report be presented to this Committee following the quarter 4 audit review of Ysgol Hen Felin;

3. That Committee receives an update in respect invoice systems across the Council's leisure centres;
4. That Committee receives clarification on the HMRC Employment Status system for schools.

**R.HULL
CHAIRMAN**

The meeting closed at 5.43 p.m.