



**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2019/20**

<b>AUDIT COMMITTEE</b>  <b>5<sup>th</sup> November 2019</b>	<b>AGENDA ITEM NO. 6</b>
<b>REPORT OF THE DIRECTOR OF FINANCE &amp; DIGITAL SERVICES</b>	<b>FINALISED AUDIT ASSIGNMENTS</b>

Author: Mark Thomas (Head of Regional Internal Audit Service)

**1. PURPOSE OF THE REPORT**

- 1.1 This report provides Members with a summary of audit assignments completed between 1<sup>st</sup> September 2019 and 18<sup>th</sup> October 2019.

**2. RECOMMENDATIONS**

It is recommended that Members:

- 2.1 Seek clarity and explanation where there are areas of concern.
- 2.2 Identify further action to be taken where deemed necessary.

**3. REASON FOR RECOMMENDATIONS**

- 3.1 To help ensure that Audit Committee discharges its responsibilities in respect of reviewing the overall control environment in place across the Council.

**4. BACKGROUND**

- 4.1 The Audit Committee Terms of Reference (Point C) requires it to 'Review, scrutinise and issue reports and recommendations on the appropriateness of the Authority's risk management, internal control and corporate governance arrangements, and providing the opportunity for direct discussion with the auditor(s) on these'.
- 4.2 In line with this requirement **Appendix 1** provides a summary of the audit assignments completed between 1<sup>st</sup> September 2019 and 18<sup>th</sup> October 2019. Members will note that the summary provides for each assignment: the Introduction, Scope & Objectives, Auditor's stated opinion and a summary of

all recommendations made for each audit review completed to final report stage within the stated period.

4.3 To help ensure Audit Committee effectively discharges the responsibility as set out in its Terms of Reference (and replicated at point 4.1 above), Members may wish to consider the principles noted below in addition to their own lines of enquiry:

- Are the conclusions made by Internal Audit reasonable / backed up by the findings reported?
- Are the recommendations made by Internal Audit likely to support the necessary improvement in internal control?

4.4 Members will note that 5 audit assignments have been finalised in the period and are set out in Table 1 below.

Table 1 – finalised audit assignments

**EDUCATION & INCLUSION SERVICES**

- PENRHIWCEIBER PRIMARY SCHOOL 2019/20
- TON PENTRE JUNIOR SCHOOL 2019/20
- TONYREFAIL COMMUNITY SCHOOL 2019/20
- Y PANT FOLLOW UP PRIMARY SCHOOL 2019/20

**PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES**

- PARKING SERVICES 2019/20

**5. EQUALITY AND DIVERSITY IMPLICATIONS**

5.1 There are no equality and diversity implications as a result of the recommendations set out in the report.

**6. CONSULTATION**

6.1 There are no consultation implications as a result of the recommendations set out in the report.

**7. FINANCIAL IMPLICATION(S)**

7.1 There are no financial implications as a result of the recommendations set out in the report.

## **8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 8.1 The provision of regular information in respect of the Council's Internal Audit Service supports the Council in demonstrating compliance with the Accounts and Audit (Wales) (Amendment) Regulations 2018.
- 8.2 Regulation 7 (Internal Audit) of Part 3 of the 2018 Regulations directs that: "*A relevant body must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.*"

## **9. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

### THE COUNCIL'S CORPORATE PLAN PRIORITIES

- 9.1 The work of Internal Audit aims to support the delivery of the priorities contained within the Council's Corporate Plan – *The Way Ahead*, in particular 'Living Within Our Means' through ensuring that appropriate internal controls are in place to effectively manage resources.

### WELL-BEING OF FUTURE GENERATIONS ACT

- 9.2 The Sustainable Development Principles, in particular Prevention, can be applied to the systematic reviews undertaken in order to provide assurance that risks to the achievement of objectives are being managed.

## **10. CONCLUSION**

- 10.1 The regular provision of all summarised audit assignments to Audit Committee throughout the year is aimed at assisting Members in evaluating the effectiveness of Internal Audit work across all Council systems and services.
- 10.2 In doing so, it informs Members knowledge of the overall control environment of the Council.

### **Other Information:-**

**Relevant Scrutiny Committee**

**Not applicable.**

**Contact Officers** –Mark Thomas

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**AUDIT COMMITTEE**

**5<sup>th</sup> November 2019**

**FINALISED AUDIT ASSIGNMENTS**

**REPORT OF THE DIRECTOR OF FINANCE & DIGITAL SERVICES**

Author: Mark Thomas (Head of Regional Internal Audit Service)

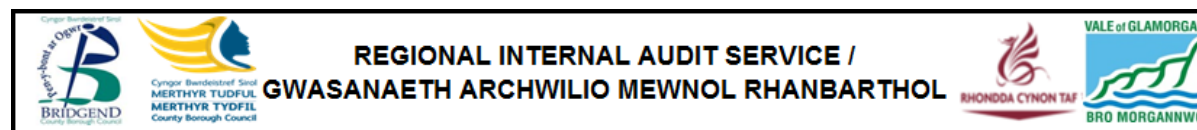
**Item: 6**

**Background Papers**

None.

Officer to contact: Mark Thomas

## Appendix 1 - Summary of audit assignments completed between 1<sup>st</sup> September 2019 and 18<sup>th</sup> October 2019



### EDUCATION & INCLUSION SERVICES

**AUDIT NAME: PENRHIWCEIBER PRIMARY SCHOOL**

**DATE FINAL REPORT WAS ISSUED: 10/09/2019**

#### INTRODUCTION

The self-evaluation process is designed to evaluate the effectiveness of a school's financial and governance arrangements. The process requires primary schools to complete a self-evaluation checklist against expected controls.

Penrhiwceiber Primary School was last subject to an Internal Audit Review in November 2014, and this is the third cyclical visit made to the school to examine progress made under the self-evaluation process.

The Headteacher has confirmed that this report will be presented to the Full Governing Body during the Autumn Term meeting.

#### SCOPE & OBJECTIVES

The checklist for non-chequebook primary schools comprises of 101 standards that need to be reviewed. Audit testing was carried out on a sample of standards applicable to the School, using transactions processed during financial year 2017/18 and 2018/19.

The objectives of the review were:

- To review the Governance arrangements in place at the school.
- To ensure compliance with Section 175 of the Education Act 2002, this requires Governing Bodies to have arrangements for exercising their functions with a view to Safeguarding.
- To ensure that the School Private Fund is appropriately administered in accordance with the requirements of the 2018 School Private Fund Regulations.
- To ensure that the Purchase Card is being used in accordance with the guidance and procedures issued by the Procurement Service.
- To ensure that all school meals income is identified, received and collected in accordance with Council Policy, arrears regularly reported and followed up and free meals only provided where entitlement has been confirmed by the Council.
- To ensure that all Formula Funding allocations are based on up to date and correct numbers of registered pupils, and an audit trail is maintained to ensure accountability and transparency of the numbers submitted.

- To ensure that the opportunities for unauthorised use of the school's I.T equipment are restricted, that hardware and software is adequately protected and that the School and Governing Body are appropriately registered under the Data Protection Act 2018.

## AUDIT OPINION

### Safeguarding & Educational Visits

***The control environment in respect of Safeguarding and Educational Visits is considered to be effective with opportunity for improvement.***

Testing identified that all staff received the appropriate clearances before commencing duties in their posts. The School has a Safeguarding Policy which is reviewed annually, and there was documentary evidence at the School to confirm that all members of staff have received a copy of the Policy and have read and understood it. While evidence was available to demonstrate that 3 members of staff have received Level 3 Training, the school were unable to demonstrate that the remaining staff members have been trained in accordance with the Level 1 requirements.

The School make use of the EVOLVE system to record details of all off-site visits, however, care should be taken to ensure that all trips and activities are entered onto EVOLVE and submitted for approval within the correct timescales as this had not been done for the latest 3 Manor Adventure Trips attended. It was also noted that there is one member of staff recorded on Vision who is no longer employed at the School and the appropriate arrangements have yet to be made for this person to be removed.

### Governance

***The control environment in respect of Governance is considered to be effective with opportunity for improvement.***

The roles and responsibilities of the Governing Body and its sub committees have been set out in writing and membership is reviewed annually. A Register of Business Interests is in place at the School and is updated annually. There are currently no Governor vacancies. It was noted that the Headteacher has not been formally delegated a limit for purchases and virements and this report recommends that the Governing Body confirm a scheme of delegation, to formally record the Headteacher's financial limits for expenditure and budget virements.

### School Private Fund

***The control environment in respect of the School Private Fund is considered to be effective with opportunity for improvement.***

A Management Committee has been established although the positions held do not reflect the actual duties undertaken by staff at the School.

A Record of Daily Income is used to record all income received and a ledger maintained of all income and expenditure transactions. This was found to be up to date at the time of the review and the account reconciled to the bank statements monthly, with appropriate evidence retained. It was however noted that on 6 occasions during the period examined small amounts of cash had been withheld from income collected to provide refunds to parents. While this was clearly documented in the records it is not permitted by the School Private Fund Regulations. 3 occasions were also noted totalling £18.76 where the fund was used to purchase items that would have been more appropriately processed through the School Budget.

### Purchase Card

***The control environment in respect of the Purchase Card is considered to be effective with opportunity for improvement.***

There is 1 Purchase Card at the School and a review of the expenditure revealed that there is a sufficient audit trail in respect of evidence to support card transactions during the sample period. It was however identified that the Transaction Log is updated with items of expenditure upon receipt of the electronic Bank Statement. This report recommends that the log is updated as and when purchase are made, both to comply with the guidance issued by the

Procurement Service and to assist with the monthly reconciliation.

#### **Data Security & Inventory**

***The control environment in respect of Data Security & Inventory is considered to be effective with opportunity for improvement.***

The school is registered with the Information Commissioner and data is retained securely and backed up regularly. While ICT equipment is asset registered the Inventory was not up to date at the time of the review, and had not been updated for a number of years. This report recommends that a review of the School's assets is undertaken with an annual review thereafter. It was also identified that a small stock of school uniform items is held at the school but no stock records are maintained.

#### **School Meals**

***The control environment in respect of School Meals is considered to be effective and there are no findings contained within this report.***

Dinner money is updated to SIMS, banked regularly and the School manage their arrears in line with the Catering Finance School Meal Protocol. Testing identified that free school meals are only provided to pupils for whom eligibility has been confirmed and retained, and the School meals income records are regularly reviewed by an independent member of staff to ensure that they are complete, accurate and agree with the deposits made.

Implementation of the recommendations contained within this report will provide the Headteacher with the opportunity to enhance the control environment further.

#### **SUMMARY OF RECOMMENDATIONS:**

<b>REPORT REF. &amp; PRIORITY</b>	<b>FINDING</b>	<b>RECOMMENDATION</b>	<b>IMPLEMENTATION DATE</b>
5.1.1  High	<p>Section 2.21 of Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent Schools under the Education Act 2002 (WAG circular 158/2015) states:</p> <p>'Governing Bodies should ensure that all staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training'.</p> <p>The current requirements for safeguarding training are that Level 1 &amp; 2 needs to be renewed every 3 years and facilitated by RCT with Level 3 being trained every 2 years (in house Level 1 refresher training can also be delivered annually by Level 3 trained staff).</p>	<p>The Headteacher should ensure that Safeguarding training is renewed as and when required for all members of staff.</p> <p>The School should develop a central training record, to demonstrate the date and level of safeguarding training alongside individual staff names.</p> <p>This could be incorporated into the Child Protection Policy to allow the assessment of training requirements to coincide with the Policy's annual review.</p>	Implemented

	<p>While evidence was available to demonstrate that 3 members of staff have undertaken Level 3 training, the school were unable to demonstrate that the remaining staff members have been trained in accordance with the Level 1 requirements.</p> <p>(It is acknowledged that the Headteacher has since made arrangements for all staff to undertake appropriate Level 1 training during June 2019).</p>		
<p>5.1.2</p> <p>Low</p>	<p>The 'Planning and Approval Procedures for Educational Visits' states that residential visits/adventure activities must be 'planned and approved using the EVOLVE system at least 28 days before visit'.</p> <p>It was noted that for each trip to Manor Adventure in 2017, 2018 and 2019, authorisation from the LEA had not been received within the correct timescales as details of the trips had not been submitted by the School within the correct timescales:</p> <ul style="list-style-type: none"> <li>• Date of trip: 27.03.17</li> <li>• Created on EVOLVE: 23.03.17</li> <li>• Date of trip: 26.03.18</li> <li>• Created on EVOLVE: 8.03.18</li> <li>• Date of trip: 08.04.19</li> <li>• Created on EVOLVE: 18.03.19</li> </ul>	<p>Care should be taken to ensure that all trips / activities are entered onto EVOLVE within the correct time-scales, and are authorised in the correct manner.</p>	<p>Implemented</p>
<p>5.1.3</p> <p>Low</p>	<p>Comparison of the School's list of staff to the Vision system identified 1 member of staff on Vision but not on the School's list (038409).</p> <p>It was established that this member of staff no longer work at the School.</p>	<p>The Headteacher should ensure that all staff changes are notified to Human Resources in a timely manner to allow the appropriate changes to be made to Vision.</p>	<p>Implemented</p>



5.2.1 Medium	<p>Discussion at the School revealed that the Headteacher has not been formally delegated a limit for purchases and virements.</p>	<p>The Governing Body should confirm a scheme of delegation, to formally record the Headteacher's financial limits for expenditure and budget virements. The agreed limits should be minuted and be incorporated into the School's Financial Procedures document.</p>	31 December 2019
5.2.2 Medium	<p>All statutory policies and documents are in place at the School.</p> <p>However, it was not evident within the Governing Body minutes that all policies had been reviewed by the Governing Body within the last 3 years (Appendix 1).</p>	<p>The policies identified should be reviewed as soon as possible. Following review, the policies should be presented to the Governing Body for review and formal ratification (and this should be minuted).</p> <p>A rolling review programme of all Policies could be introduced to ensure that all policies are up to date and reflect the current practices at the School.</p>	Implemented
5.3.1 Medium	<p>Point 2.2 of the School Private Fund Regulations states:</p> <p>"The School Private Fund shall be managed by a committee formed from school staff".</p> <p>Although a Management Committee has been established, the positions held do not relate to the actual duties undertaken. The post of Fund Secretary is currently occupied by the Chair of Governors who has no involvement in the daily running of the fund, and the post of Treasurer is currently occupied by the former School Clerk who retired 18 months previously.</p>	<p>Arrangements should be made to ensure that the positions held on the Management Committee are in accordance with the School Private Fund Regulations and relate to the actual duties undertaken.</p>	31 December 2019

5.3.2  Medium	<p>Section 4.2 of the School Private Fund Regulations states:</p> <p>'All monies collected must be banked intact, in order that income can be traced and reconciled to bankings.'</p> <p>Examination of the fund income for the current academic year identified 6 occasions where cash was withheld from income collected to provide refunds to parents. While it is acknowledged that a clear record of these refunds was available at the School, this is not in accordance with the School Private Fund Regulations.</p>	<p>All income received should be banked intact to ensure that it can be traced and reconciled to bankings.</p> <p>Alternative arrangements should be made in respect making refunds to parents in future, i.e. all payments made by cheque or financed from a cash float.</p>	Implemented
5.3.3  Medium	<p>A review of the School Private Fund expenditure for the current academic year identified the following items of expenditure that would be more appropriately purchased through the budget account:</p> <ul style="list-style-type: none"> <li>• 2.10.18 - £6.36 - Cooking resources for School</li> <li>• 09.1.19 - £3.36 - Biscuits for meeting</li> <li>• 08.03.19 - £9.04 - Resources for School</li> </ul>	The Private Fund should not be used to administer payments which fall outside of the scope, with the school budget a more appropriate account to be used.	Implemented
5.4.1  Medium	<p>Point 6.1 of the Cardholder Manual for Schools states:</p> <p>'Each Purchasing Card transaction should be recorded on your transaction log as soon as the transaction is complete to ensure that no information is omitted.'</p> <p>The Transaction Log is currently updated following receipt of the on-line Bank Statements, and not as and when a purchase is made.</p>	In line with the Cardholder Manual, the transaction log should be updated as and when a Purchase Card payment is made, which will enable the transactions listed on the log to be reconciled to the Barclays system monthly.	Implemented
5.5.1  Medium	There is no up to date Inventory available at the School.	A full inventory review should be undertaken and all new equipment recorded as soon as possible. Thereafter an annual review should be carried out to ensure that the record is	31 December 2019

		accurate and up-to-date.	
5.5.2 Low	The School currently hold a small stock of uniform items for purchase by parents if required. This review identified that no record of the uniform stock or balance in hand is maintained.	<p>An up to date record of all uniform stock items should be maintained and care should be taken to ensure that all receipts and issues are updated as and when they occur.</p> <p>A periodic comparison between the stock record and the stock in hand should also be undertaken to ensure that the records match.</p>	31 December 2019

**AUDIT NAME: TON PENTRE JUNIOR SCHOOL**

**DATE FINAL REPORT WAS ISSUED: 09/09/2019**

#### **INTRODUCTION**

The self-evaluation process is designed to evaluate the effectiveness of a school's financial and governance arrangements. The process requires primary

schools to complete a self-evaluation checklist against expected controls.

Ton Pentre Juniors was last subject to an Internal Audit Review in November 2014 and this is the third cyclical visit made to the school to examine progress made under the self-evaluation process.

The Headteacher has confirmed that this report will be presented to the full Governing Body at their Autumn Term 2019 meeting.

### SCOPE & OBJECTIVES

The checklist for non-chequebook primaries comprises of 101 standards that need to be reviewed. Audit testing was carried out on a sample of standards applicable to the School, using transactions processed during financial year 2018/19 and 2019/20.

The objectives of the review are:

- To review the governance arrangements in place at the School.
- To ensure compliance with Section 175 of the Education Act 2002, this requires Governing Bodies to have arrangements for exercising their functions with a view to Safeguarding.
- To ensure that the School Private Fund is appropriately administered in accordance with the requirements of the 2018 School Private Fund Regulations.
- To ensure that the Purchase Card is being used in accordance with the guidance and procedures issued by the Procurement Service.
- To ensure that all School meals income is identified, received and collected in accordance with Council Policy, arrears regularly reported and followed up and free meals only provided where entitlement has been confirmed by the Council.
- To ensure that all orders raised by the School are appropriate and reflected in the budget, are correctly authorised and comply with Financial Regulations.
- To ensure that all Formula Funding allocations are based on up to date and correct numbers of registered pupils, and an audit trail is maintained to ensure accountability and transparency of the numbers submitted.
- To ensure that the opportunities for unauthorised use of the School's IT equipment are restricted, that computer hardware and software is adequately protected and that the School and Governing Body are appropriately registered under the Data Protection Act 2018.

### AUDIT OPINION

#### Governance

***The control environment in respect of Governance is considered to be effective with opportunity for improvement.***

All statutory policies and documents were present at the time of the audit. The Headteacher has a rolling review programme in place to ensure that all policies and documents are reviewed and subsequently ratified by the Governing Body in accordance with prescribed timescales. Electronic copies of all Policy Documents are also available in addition to the copies which have been signed by the Chair of Governors and Headteacher.

In accordance with statutory requirements committee meeting minutes were present at the School and all those reviewed had been signed/initialled by the Chair of Governors.

A Register of Business Interests is in place at the School however one declaration was not present at the time of audit. It was later reported that it has been

found by the Headteacher and the school now has a complete record. There are currently 2 vacancies on the Governing Body which the School are trying to fill.

#### **Safeguarding & Educational Visits**

***The control environment in respect of Safeguarding & Educational Visits is considered to be effective and there are no findings contained within this report.***

The School has a Child Protection Policy in place which was last reviewed and presented to the Governing Body in October 2018. This was distributed to all staff and a record maintained of all staff signatures to confirm that they have received, read and understood the Policy.

Level 1 Safeguarding training was found to be up to date in respect of all current staff, with further updated training scheduled for 2nd September 2019. There are currently 6 members of staff at the school who have received Level 3 training and certificates were present on the Headteacher's Safeguarding File in respect of all training received.

Internal Audit is able to provide assurance that all staff at the school received a DBS clearance prior to commencing in post and the School's list of current staff agreed to Vision. A record of supply staff and corresponding DBS details was also maintained at the school.

The School use the Evolve system to document and authorise all planned trips. All trips sampled had been submitted for approval within the required timescales.

#### **School Private Fund**

***The control environment in respect of the School Private Fund is considered to be effective and there are no findings contained within this report.***

The Treasurer maintains detailed records with an adequate audit trail of all income and expenditure transactions. An electronic ledger is maintained to record both income and expenditure transactions and was found to be up to date.

All expenditure within the sample period appeared was for the benefit of the pupils and was adequately supported with receipts / vouchers.

A review of the latest annual statement revealed that it was accurately completed and was submitted to Education Finance by the required deadline included in the Private Fund Regulations.

#### **Purchase Card**

***The control environment in respect of the Purchase Card is considered to be effective with opportunity for improvement.***

The school has two Purchase Cards in operation. All purchases reviewed during the sample period were supported with documentation i.e. receipts, invoices, online orders, and all transactions had been 'reviewed' and 'authorised' on the Barclaycard system. Whilst the log has been divided into monthly periods, it was found that there was no way of identifying which card was used for each transaction hence the process of reconciliation is more difficult at the end of each billing period. Transactions relating to each of the School's two Purchase Cards are also recorded on the same log. It is recommended that separate Transaction Logs are maintained for each card or another means of identifying which transactions relate to which purchase card. This can then be used as part of the reconciliation process to the Barclaycard system.

The Purchase Card is not used by any other member of staff apart from the Headteacher and School Clerk; therefore no signing in and out log is in operation.

#### **School Meals**

***The control environment in respect of the School Meals system is considered to be effective and there are no findings contained within this report.***

School meals income is recorded directly onto SIMS daily with meal numbers provided daily to Catering staff. Income is banked regularly and catering returns submitted in accordance with guidelines.

The School send both text reminders and letters to parents in respect of dinner money arrears on a weekly basis and arrears at the school are low. Catering Finance are provided with a ½ termly report as required. At the time of the visit there were two pupils with arrears in excess of the 2 week limit, and evidence of these being followed up with recovery letters present.

#### **Purchasing**

***The control environment in respect of Purchasing is considered to be effective and there are no findings contained within this report.***

The majority of purchases are made by the school using the Purchase Card.

#### **Formula Funding**

***The control environment in respect of Formula Funding is considered to be effective and there are no findings contained within this report.***

Pupil numbers were reviewed and no discrepancies were noted.

Implementation of the recommendations contained within this report will enhance the control environment further.

### **SUMMARY OF RECOMMENDATIONS:**

<b>REPORT REF. &amp; PRIORITY</b>	<b>FINDING</b>	<b>RECOMMENDATION</b>	<b>IMPLEMENTATION DATE</b>
5.1.1  Low	<p>The membership of governing bodies is set out in chapter 3 of the Government of Maintained Schools (Wales) Regulations 2005. This specifies that the composition of the Governing Body should consist of either 13 or 17 Governors.</p> <p>It was confirmed in the Instrument of Government that the School's Governing Body should consist of 13 members.</p> <p>Examination of the current Governing Body structure revealed that there are currently only 11 Governors in post at this time.</p>	<p>The School should continue to endeavour to fill the Governor vacancies as soon as possible.</p>	31 October 2019
5.2.1  Low	<p>A transaction log is in place at the School and was found to be up to date with details of the latest transaction in respect of both purchase cards in operation.</p> <p>Whilst the log has been divided into monthly periods, there was no method of identifying which of the purchases were made using each of</p>	<p>A separate transaction log should be used for each of the purchase cards in use.</p> <p>If the single log is to continue then some form of identifying method needs to be introduced to know which card was used for each transaction.</p>	Implemented

	the school's cards, and the transactions could not be easily separated for reconciliation purposes.		
<b>AUDIT NAME: TONYREFAIL COMMUNITY SCHOOL</b>			
<b>DATE FINAL REPORT WAS ISSUED: 09/10/2019</b>			
<b>INTRODUCTION</b> <p>Tonyrefail Community School is a new 3 - 18 mixed English Middle School, created following the amalgamation of Tonyrefail School and Tonyrefail Primary School. The School opened on 1st September 2018 and there are 1414 pupils on roll, including 227 in the sixth form.</p> <p>The proportion of pupils entitled to free school meals currently stands at 24.6%, which is higher than the national average of 16.4%.</p> <p>The total budget for the School for 2019/20 is in excess of £6.2m.</p> <p>As Tonyrefail Community School is a newly created School, it has not yet been subject to a routine audit visit in its current Middle School status.</p>			
<b>SCOPE &amp; OBJECTIVES</b> <p>All financial systems in operation at the school were considered and an assessment carried out in consultation with the Headteacher and Chair of Governors to identify those areas representing the highest risk to the school, and therefore necessitating review.</p> <p>In accordance with Internal Audit Plan for financial year 2019/20 agreed by Audit Committee, and at the request of the School, all financial systems in operation at the school were considered and an assessment carried out in consultation with the Headteacher and Chair of Governors to identify those areas representing the highest risk to the school, and therefore necessitating review.</p> <p>On the basis of this assessment, audit work was carried out on the following areas of administration: -</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Safeguarding</li> <li>• Collections &amp; Deposits / School Meals (Primary Department)</li> <li>• Purchasing</li> <li>• Purchase Card</li> <li>• Petty Cash</li> </ul>			
<b>AUDIT OPINION</b> <b>Safeguarding &amp; Educational Visits</b> <p><b><i>The control environment in respect of Safeguarding &amp; Educational Visits is considered to be insufficient and requires improvement.</i></b></p> <p>The School has a Child Protection Policy in place which was last reviewed and presented to the Governing Body in December 2018. However, no signed copy was available at the School and no evidence located to indicate that the Policy had been distributed to all staff. The School is therefore unable to demonstrate that each member of staff has received, read and understood the Policy, which is a requirement of the Cwm Taf Safeguarding Board.</p>			

Level 1 Safeguarding training was provided to the whole School in September 2018. However a review of the records maintained to support the training identified that these are incomplete. Of the 149 members of staff, 74 had signed to confirm attendance (as per the requirements of the Cwm Taf Safeguarding Board), 50 had ticked to confirm attendance, and no evidence could be located in respect of the remaining 25.

Whilst Level 3 training certificates were present in respect of 3 members of staff, this did not include the Headteacher or Designated Safeguarding Officer for the School, whose Level 3 training has expired. This report recommends that an electronic training record is introduced to record all staff names, training dates, level of training acquired together with expiry dates. This will allow for staff training requirements to be reviewed annually at the same time as the Safeguarding Policy.

A record is held at the School of staff who have been DBS checked, and Internal Audit can provide assurance that all staff received DBS clearance prior to commencing in post. It was however noted that this list is incomplete and does not include the DBS details of 11 casual members of staff.

The School use the EVOLVE system to document School trips. However a review of a sample of trips since September 2018 identified 21 trips which had not been formally authorised on EVOLVE in accordance with the Planning and Approval Procedures, including 'Ski 2019' which took place during February 2019. This is deemed as an adventurous activity and as such should have been planned and approved on EVOLVE at least 28 days before taking place.

#### **Governance**

***The control environment in respect of Governance is considered to be effective with opportunity for improvement.***

The roles and responsibilities of the Governing Body and its sub committees have been set out in writing. The Governing Body and its sub committees have the requisite number of members and quorate levels for meetings are achieved. All minutes examined had been appropriately signed and retained at the School.

A Register of Business Interests is in place at the School with all current declarations present at the time of the audit. It was however noted that no Governor attendance sheets are currently maintained for Governing Body sub committee meetings that are not clerked by the School's Governor Support Officer.

Staff involved in the financial decision making process have these responsibilities delegated in their job descriptions and regular budgetary information from SIMS is provided to the Governing Body. However, the financial limits for delegated authority have yet to be agreed and minuted by the Full Governing Body. Not all statutory policies and documents were in place at the time of the audit. Although it is accepted that there is a rolling review programme in place, this report recommends that all statutory policies and documents are reviewed in line with statutory requirements and that following each policy / document review, are presented to the Full Governing Body for endorsement with this clearly detailed in the Governing body minutes for transparency.

#### **Collections & Deposits / School Meals (Primary Department)**

***The control environment in respect of Collections & Deposits / School Meals is considered to be insufficient and requires improvement.***

There are high levels of School Meals arrears at the School amounting to £12,629.64 at the time of the audit and non-compliance with the Council's School Meals Arrears Recovery Protocols.

It was noted that there are 13 pupils listed as being entitled to a Free School Meal at the School despite no authorisation being received to confirm eligibility and hence, these pupils may be receiving free school meals, for which they are not entitled, and parents unknowingly accruing dinner money arrears.

Although cash received in the Lower School is collected and passed daily to the Upper School for banking, the handover of cash between the Lower and Upper School is not demonstrated in that signatures are not obtained from staff and neither are receipts provided. Furthermore the cash is currently not counted in the Upper School until it is banked on a Friday leaving staff vulnerable to errors and anomalies as the cash is not checked until the end of each



week.

### **Purchasing**

***The control environment in respect of Purchasing is considered to be effective with opportunity for improvement.***

A large number of purchases are now made using the Purchase Card. For all orders raised using SIMS there is a process in place in that all purchases are authorised by the budget holder prior to committing the School to expenditure. From a sample of orders examined all had been authorised in accordance with this procedure and were raised on SIMS prior to receipt of the goods and invoice. All delivery notes and invoices showed evidence of being reviewed and all payments within the sample were supported with valid VAT invoices. While cheque signatories examine documentation prior to authorising cheques this is currently not evidenced by way of a signature on the corresponding cheque advice slip.

It was however noted that official orders are being raised on SIMS in respect of payments which should typically be processed via the non-order invoice facility, which is an unnecessary duplication of time and effort by staff.

### **Purchase Card**

***The control environment in respect of the Purchase Card is considered to be effective with opportunity for improvement.***

The school has one Purchase card. There is a sufficient audit trail in respect of evidence to support expenditure via the card and all purchases reviewed during the sample period were supported with documentation i.e. receipts, invoices, online confirmation orders. However, during the sample period examined, 7 instances were noted where the card was used to purchase flowers for staff totalling £233.

A Transaction Log is maintained and was up to date at the time of the Audit visit. Although it was evident on the Bank Statements that bank reconciliation is being undertaken it was not possible to determine when and by whom as the bank statements had not been signed and dated. Furthermore, there was no evidence of a reconciliation between the Bank statements and the Transaction Log, as items on the Transaction Log had not been ticked.

A card sharing log is in place to record instances where the card is used by other members of staff and no instances of card details being stored to online accounts were identified.

### **Petty Cash**

***The control environment in respect of Petty Cash is considered to be insufficient and requires improvement.***

The School Petty Cash account is still operated using the spending limits previously agreed by the former Tonyrefail School Governing Body. Budget holders are currently not required to authorise expenditure prior to expenditure being incurred, and during the sample period examined, 4 occasions were noted where individual reimbursements have exceeded the set limit of £30.00.

Whilst a manual record of petty cash transactions is maintained, SIMS is only updated periodically when the cash in hand balance is low and requires a reimbursement cheque, and there is currently no evidence of a regular, independent reconciliation of the account. It is accepted that the account is reviewed by the Finance Manager each time a reimbursement is required, but this could not be evidenced as the records at the school are not endorsed with a signature or date of the person undertaking the review.

Implementing the recommendations contained within the report will enhance the current levels of control at the School.

SUMMARY OF RECOMMENDATIONS:			
REPORT REF. & PRIORITY	FINDING	RECOMMENDATION	IMPLEMENTATION DATE
5.1.1  High	<p>Section 2.21 of Keeping Learners Safe: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002 (WAG circular 158/2015) states that:</p> <p>'Governing Bodies should ensure that all staff and volunteers who work with children undertake appropriate training to equip them with the knowledge and skills that are necessary to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training'.</p> <p>Although it was established that Level 1 training was provided to the whole school on 3rd September 2018, the School was unable to demonstrate that all members of staff were present for the training:</p> <ul style="list-style-type: none"> <li>• 74 members of staff had signed to confirm their attendance.</li> <li>• 50 members of staff had ticked to confirm their attendance.</li> <li>• For the remaining 25 staff there was no documentary evidence of attendance available.</li> </ul> <p>It was also noted that Level 3 training for both the Headteacher and Designated Safeguarding Officer had expired. It is however accepted that Level 3 training certificates were present at the School for a further 3 members of staff.</p>	<p>The Headteacher and Designated Safeguarding Officer should undertake Level 3 Safeguarding training as soon as possible, and evidence of the training (i.e. training certificate) should be retained at the School.</p> <p>In respect of the 25 members of staff identified, as a minimum requirement all should receive Level 1 training as soon as possible.</p> <p>Management is reminded that staff should sign (not tick) to confirm attendance at any training event and a formal record should be made each time any member of staff at the School undertakes any training. In order to assist with this requirement, the School should develop an electronic, central training record to demonstrate the date and level of safeguarding training alongside individual staff names.</p> <p>This could be incorporated into the Child Protection Policy to allow the assessment of training requirements to coincide with the Policy's annual review.</p>	Implemented

<p>5.1.2</p> <p>High</p>	<p>Point 3.1 of the (Cwm Taf Safeguarding Children Board) Model Safeguarding Policy (that should be adopted by schools) states:</p> <p>'The Designated Senior Person (DSP) for Child Protection will.....ensure that all staff have signed to say that they have received, read and understood the Child Safeguarding Policy.'</p> <p>No evidence was available at the School to demonstrate that staff have received, read, and understood the Child Protection Policy.</p> <p>Additionally, the Child Protection Policy has not been signed by the Headteacher, Chair of Governors, the Governor with Designated Child Protection responsibility nor the 3 members of staff with designated Child Protection responsibility.</p>	<p>Following each annual review of the Child Protection Policy, the Designated Senior person should ensure that all members of staff are provided with a copy of the Policy and sign to demonstrate that they have received, read and understood the policy. A copy of this should be retained centrally.</p> <p>The Child Protection Policy should be also signed and dated by each designated member of staff with Child Protection responsibility, including the Chair of Governors and the Governor with designated Child Protection responsibility.</p>	<p>Implemented</p>
<p>5.1.3</p> <p>Low</p>	<p>Section 2.21 of the Keeping Learners Safe Guide 'Responsibilities of Governing Bodies / Proprietors' states:</p> <p>'Governing bodies of maintained schools, governing bodies (Corporations) of FE institutions, and proprietors of independent schools should ensure that their respective organisations have effective child protection policies and procedures in place that are made available to parents or carers on request.</p> <p>While an up to date Safeguarding Policy is in place at the School, this is currently not available on the School website. Additionally in the absence of a School prospectus, parents have not been made aware of the existence of this Policy.</p>	<p>Arrangements should be made to make parents / carers aware of the existence of the Child Protection Policy.</p> <p>Good practice would be to make the Policy available on the School website and / or make reference to the Policy within the School prospectus.</p>	<p>Implemented</p>

<p>5.1.4</p> <p>Low</p>	<p>An up to date staff DBS list was obtained from the VISION system and agreed to the current list of staff employed at the School.</p> <p>Whilst Internal Audit is able to provide assurance that all staff at the School received a DBS prior to commencing in post, there were 11 casual members of staff on VISION but not on the School's list.</p>	<p>The Headteacher should ensure that the School maintains an up to date list / record of all staff that work at the school whether permanently, casually or temporarily i.e. supply teachers, student teachers, volunteers etc. This should include their name, DBS reference number and the date of check.</p> <p>The School's list should be updated in respect of the 11 members of staff identified.</p>	<p>Implemented</p>
<p>5.1.5</p> <p>High</p>	<p>The 'Planning and Approval Procedures for Educational Visits' states that all visits must be approved by the Headteacher or EVC Co-Ordinator.</p> <p>The 'Planning and Approval Procedures for Educational Visits' also states that:</p> <p>'Residential visits / adventure activities must be 'planned and approved using the Evolve system at least 28 days before visit'.</p> <p>From a sample of completed trips since September 2018, 21 trips were identified on EVOLVE whereby formal authorisation had not been obtained.</p> <p>The 'Planning and Approval Procedures for Educational Visits' states that all visits must be approved by the Headteacher or EVC Co-Ordinator.</p> <p>The 'Planning and Approval Procedures for Educational Visits' also states that:</p>	<p>The Headteacher is reminded that under Guidance for Educational Visits the Local Authority requires 28 days notice to process and approve all trips that involve overnight, overseas or adventurous activities.</p> <p>Care should be taken to ensure that all trips / activities are entered onto EVOLVE within the correct time-scales, and are authorised in the correct manner.</p> <p>If there is a training requirement for staff the School should contact the Outdoor Education Advisor to make the necessary arrangements.</p>	<p>Implemented</p>

	<p>'Residential visits / adventure activities must be 'planned and approved using the Evolve system at least 28 days before visit'.</p> <p>From a sample of completed trips since September 2018, 21 trips were identified on EVOLVE whereby formal authorisation had not been obtained.</p> <p>This also includes the Ski Trip 2019 (February 2019) which is classified as an adventurous activity and as such should be planned and approved on EVOLVE at least 28 days before taking place.</p>		
5.2.1 Medium	<p>Although a Draft Finance / Purchasing Policy is in place at the School which clearly identifies delegated spending limits; the document has not yet been presented to the Full Governing Body for approval and formal endorsement.</p>	<p>The Draft Finance / Purchasing Policy should be provided to the Full Governing Body for approval.</p> <p>This should be recorded within the Governing Body minutes, to ensure that a permanent record of the limits and authorised staff is available at the school.</p>	30 November 2019
5.2.2 Low	<p>No Governor attendance sheets are currently maintained for Governing Body sub committee meetings that are not clerked by the School's Governor Support Officer.</p>	<p>Attendance sheets for all Governing Body sub committee meetings must be retained at School and held in a manner that makes them easy to locate.</p>	Implemented
5.2.3 High	<p>The School are in the process of formulating new Policies and Documents for the recently opened School. While a Policy file was available during the review, it did not contain many of the statutory policies and documents that are required.</p> <p>It is accepted that there is a Policy Review Committee in place at the School and a number of policies were submitted for review on the 27th</p>	<p>The Policies identified should be reviewed in line with statutory requirements.</p> <p>It should be ensured that following each Policy / Document review, it is presented to the Full Governing Body for endorsement with this clearly detailed in the Governing Body</p>	30 November 2019

	<p>September 2018.</p> <p>However, the corresponding minutes are not explicit in that they state that 'some' policies were forwarded for recommendation / approval by the Governing Body.</p> <p>It was also noted that only 3 members of the Policy Committee were present for the meeting.</p> <p>Please refer to Appendix A.</p>	minutes for transparency.	
<p>5.3.1</p> <p>High</p>	<p>Dinner money received from Primary School pupils is updated to the Cashless system upon receipt by the School Clerk in the Lower School.</p> <p>The money is subsequently passed to the main office (Upper School) at the end of each day and placed in the safe.</p> <p>At the end of each week, the money is counted by the School Clerk in the main office and deposited at the bank.</p> <p>The handover of cash between the Lower and Upper School is not verified, in that signatures are not obtained from staff nor any receipts provided.</p> <p>Furthermore, the cash is not checked / counted by the School Clerk based in the Upper School until it is prepared for banking.</p>	<p>When income is passed from the Lower School to the Upper School at the end of each day, the cash should be checked, and details of the handover witnessed on the income record by the signatures of both the persons depositing and receiving cash, as evidence of the amounts involved.</p>	31 October 2019
<p>5.3.2</p> <p>High</p>	<p>A review of the school meals balances report at the time of audit revealed that the total arrears at the time of the audit amounted to £12,629.64. Of this amount staff arrears totalled £524.40 (with 1 staff member owing £132.14).</p>	<p>Where arrears are in excess of the prescribed limits, then as per recovery protocols, these should be formally referred to Catering Finance for further recovery action.</p>	31 March 2020

	<p>It was also noted that £668.02 was owed from the School Budget in respect of hospitality. Discussion at the School revealed that Catering provided provisions to staff who worked during evenings and holidays to facilitate the closure of the old School and opening of the new one. This was also used as an opportunity to trial the cashless system prior to being rolled out to pupils.</p> <p>No school meals arrears returns have been submitted by the School to Catering Finance since it opened in September 2018 and no follow up of arrears undertaken. It is a requirement to submit this information every half term in accordance with the Council's School Meals Arrears Recovery Protocols.</p> <p>It was also identified that overdraft limits have been amended on the cashless system to ensure that all staff and pupils are able to take a meal.</p>	<p>Details of the current arrears should be submitted to Catering Finance immediately and termly thereafter.</p> <p>It is not considered as appropriate to use the delegated School budget to fund staff meals and alternative arrangements should be made in future.</p>	
<p>5.3.3</p> <p>High</p>	<p>A list of all pupils currently listed at the School as eligible for a Free School Meal was obtained and compared to the latest Free School Meals Schedule from Housing Benefits and supplementary notifications.</p> <p>It was noted that there are 13 pupils listed as being entitled to a Free School Meal at the School despite no authorisation being received to confirm eligibility.</p>	<p>For all pupils in receipt of free school meals, confirmation of eligibility should be obtained by the School prior to allowing a free school meals to be provided. The School should liaise with the Council's Housing benefit Service to confirm eligibility.</p> <p>If it is confirmed that the recipient of free school meals is not entitled, then the necessary arrears will need to be recovered.</p> <p>For those pupils where eligibility is not confirmed the arrears should be pursued in accordance with 5.3.2.</p>	<p>31 March 2020</p>

5.4.2  Low	<p>Whilst details of the corresponding cheque payments are recorded on the copy orders, the cheque advice slips are retained in a separate file.</p> <p>Additionally, it was noted that while cheque signatories examine documentation prior to authorising cheques this is currently not evidenced by way of a signature on the corresponding cheque advice slip.</p>	<p>Cheque signatories should examine the supporting documentation before signing cheques and endorse the SIMS cheque authorisation slips to confirm the actual details on the cheques are correct.</p> <p>The cheque advice slips should be attached to the corresponding copy orders and invoices for retention.</p>	Implemented
5.5.1  High	<p>A review of the Purchase Card expenditure for the current academic year identified the following items of expenditure that are considered unnecessary / inappropriate:</p> <ul style="list-style-type: none"> <li>• 4.2.19 - Gifts of Nature - £40.00</li> <li>• 17.1.19 - With Love Flowers - £20.00</li> <li>• 5.2.19 - Judies Florist - £16.00</li> <li>• 4.3.19 - Judies Florist - £21.00</li> <li>• 3.3.19 - Judies Florist - £16.00</li> <li>• 11.3.19 - Gifts of Nature - £30.00</li> <li>• 3.4.19 - Gifts of Nature - £90.00</li> </ul> <p>Discussion at the School revealed that these purchases were made on behalf of the School as a goodwill gesture for staff who were either leaving, undergoing treatment for illness, or on maternity leave.</p>	<p>The items listed are not considered appropriate and alternative arrangements to fund these activities should be made in future.</p>	Implemented
5.5.2  Medium	<p>Point 7 of the Cardholder Manual states:</p> <p>'For every transaction that takes place reconciliation is required by both the cardholder and their identified authoriser. Reconciliation should be carried out on a regular basis as the system is available 24/7. This process should be completed and up-to-date by the deadline advised in the monthly reminder email'</p>	<p>In accordance with the Purchase Card Notes and Guidance issued by the Procurement Service, care should be taken to ensure that the bank statements and Transaction Log are signed and dated by the person carrying out the reconciliation as evidence of when and by whom this was undertaken.</p>	Implemented



	<p>Although it was evident on the Bank Statements that a reconciliation exercise had been undertaken, it was not possible to determine when and by whom as the bank statements had not been signed and dated.</p> <p>Furthermore, there was no evidence of a reconciliation between the Bank statements and the Transaction Log, as items on the Transaction Log had not been ticked, signed or dated.</p>		
5.6.1 Medium	<p>The School Petty Cash account is still operated using the spending limits previously agreed by the Governing Body of the former Tonyrefail School. This currently sets the individual reimbursement limit of £30.00 per transaction.</p>	<p>Should the School wish to continue with the operation of a Petty Cash account the limits should be documented in the School's Financial Procedures and presented to the Governing Body for approval.</p> <p>The cheque reimbursement level and individual transaction limits should be formally approved by the Governing Body, and be incorporated into the School Finance Policy (see also recommendation 5.2.1).</p>	30 November 2019
5.6.2 Low	<p>A review of the Petty Cash expenditure from April 2019 to date, identified 4 occasions where individual reimbursements have exceeded the £30 limit that should be followed:</p> <ul style="list-style-type: none"> <li>• £50.00 - fuel for school van</li> <li>• £50.01 - fuel for school van</li> <li>• £68.90 - refreshments for pupils (Easter revision)</li> <li>• £40.10 - refreshments open day</li> </ul>	<p>The School is reminded that the purpose of a petty cash account is to facilitate the purchase of minor items of expenditure.</p> <p>Higher value items should be bought using the Purchase Card or via a SIMS order to ensure that the Petty Cash limits are adhered to and save on administrative time when processed via Petty Cash.</p>	Implemented

5.6.3 Medium	<p>Discussions at the School identified that the budget holder is not required to authorise expenditure prior to expenditure being incurred, instead there is an informal conversation with the budget holder to approve the payment prior to purchase.</p> <p>Since April 2019 there have been 37 items of expenditure, however there is no documented evidence of authorisation from a budget holder available.</p>	<p>Prior to purchase, it should be ensured that the budget holder formally authorises the expenditure on the Petty Cash requisition form.</p> <p>This procedure is currently in place where orders are raised on SIMS or via the Purchase Card and should also be extended to include Petty Cash also.</p>	31 December 2019
5.6.4 Medium	<p>While a manual record of petty cash transactions is maintained and kept up to date, SIMS is only updated periodically when the cash in hand balance is low and requires a reimbursement cheque to be drawn.</p> <p>For the current financial year SIMS has only been updated 3 times with petty cash expenditure:</p> <ul style="list-style-type: none"> <li>• 13.5.19 – April / May - £186.36</li> <li>• 17.5.19 - May - £242.25</li> <li>• 12.6.19 - May/June - £181.26</li> </ul>	SIMS should be updated on a regular basis (at least weekly) with details of Petty Cash payments made.	Implemented
5.6.5 Medium	<p>There is currently no evidence of a regular, independent reconciliation of the Petty Cash account.</p> <p>Discussions at the School identified that the account is reviewed by the Finance Manager each time a reimbursement is required, although this could not be evidenced as the records at the School show no evidence of a review being undertaken, i.e. there are no items ticked as checked or a signature of the person undertaking the review.</p>	<p>The Petty Cash records should be independently reviewed on a regular basis with evidence of this review available at the School.</p> <p>This could be facilitated either by the introduction of the standard Petty Cash reconciliation pro forma or the records being signed and dated by the Finance Manager following her check.</p>	Implemented

## AUDIT NAME: Y PANT COMPREHENSIVE SCHOOL FOLLOW UP

DATE FINAL REPORT WAS ISSUED: 17/09/2019

### INTRODUCTION

Y Pant Comprehensive School was subject to a routine Internal Audit visit in June 2017. A follow up review was undertaken in March 2018 at the request of Audit Committee. The original review concluded that the overall control environment in relation to the School's financial and governance arrangements was 'insufficient and requires improvement'. The follow up review concluded that whilst improvements had been made since the original review, work was still required in respect of implementing all recommendations in their entirety.

Following the presentation of the follow up final report to Audit Committee on 5th November 2018, a further review was requested by Audit Committee to ascertain whether recommendations made at the time have been successfully implemented.

This audit review provides the outcome of the follow up review that has now been completed.

The Headteacher has confirmed that this report will be presented to the Full Governing Body at their meeting on 10th October 2019.

### SCOPE & OBJECTIVES

The objective of the review was to establish the status of the recommendations raised within the previous final report (issued October 2018). Audit testing was carried out on the following areas of administration:

- Governance
- Safeguarding & Educational Visits
- School Private Fund
- Purchase Card
- Purchasing
- School Income
- Assets

### AUDIT OPINION

The current Business Manager and Estates & Lettings Manager were appointed to their respective roles in September 2018 and there has been a clear commitment made by all staff to addressing the recommendations previously made. This is evidenced below in the evaluations and this follow up review now concludes that the overall control environment in relation to the School's financial and governance arrangements is effective with opportunity for improvement. Following a detailed review of each of the following areas the current status is shown below:

#### **Governance**

***The control environment in respect of Governance is considered to be effective with opportunity for improvement.***

The roles and responsibilities of the Governing Body and its sub committees have been set out in writing. The Governing Body and its sub committees have the requisite number of members and quorate levels for meetings are achieved. All minutes examined had been appropriately signed and the financial limits for delegated authority have been agreed and minuted.

Staff involved in the financial decision making process have these responsibilities delegated in their job descriptions and regular budgetary information from SIMS is provided to the Governing Body. All statutory policies and documents were in present at the time of the audit and there is a rolling review programme in place.

A Register of Business Interests is in place at the school with all current declarations present at the time of the audit. It was however noted that while attendance sheets were present at the school for all Governing Body meetings, and the majority of sub committee meetings held, attendance sheets could not be located for 3 of the sub committee meetings during the current academic year.

#### **Safeguarding & Educational Visits**

***The control environment in respect of Safeguarding & Educational Visits is considered to be effective with opportunity for improvement.***

The School has a Child Protection Policy in place which was last reviewed and presented to the Governing Body in September 2018. This was distributed to all staff and a staff list was available at the time of the audit to demonstrate that each member of staff has received, read and understood the Policy, which is a requirement of the Cwm Taf Safeguarding Board. Good practice was also noted in that new members of staff are added to the list throughout the year and asked to provide the same confirmation.

Level 1 Safeguarding training was found to be up to date in respect of all current staff, and there are 8 members of staff at the school who have received Level 3 training. It was noted that for 1 of these individuals the training has now expired however a further training session has been arranged. The school may benefit from the introduction of an electronic pro forma including all staff names, allowing training dates and requirements to be identified with ease.

A record is held at the School of staff who have been DBS checked and Internal Audit is able to provide assurance that all staff at the school received a DBS clearance prior to commencing in post.

The School use the EVOLVE system to document and authorise all planned trips, and all trips examined had been updated in accordance with the prescribed timescales. For routine off-site visits such as sporting fixtures/tournaments the Headteacher should ensure that a permanent record is made and retained, with staff made fully aware of their responsibilities for future events.

#### **School Private Fund**

***The control environment in respect of the School Private Fund is considered to be effective.***

The Treasurer maintains detailed records with an adequate audit trail of all income and expenditure transactions. An electronic ledger is maintained in the format included within the School Private Fund Regulations, and this was found to be up to date at the time of the audit with both income and expenditure transactions.

The account is subject to regular reconciliation and a copy of the most recent bank mandate is held on file. Evidence to support private fund expenditure incurred is also available at the school and there were no instances noted of fund expenditure that was not in line with the School Private Fund Regulations within the sample period examined.

A substantial amount of income is received online and a process has been introduced to ensure that all online payments are updated to both the main ledger and relevant sub account i.e. Ski Trip, Safari Park. Due to the online facility being used to process the majority of fund payments, the administration of trip

income lies with the Finance Office who liaise closely with the individual trip organisers. Statements of Account are now completed in respect of all trips and retained on file by the Fund Treasurer.

There are no findings contained within this report in respect of School Private Fund.

#### **Purchase Card**

***The control environment in respect of the Purchase Card is considered to be effective.***

The school has two Purchase cards in operation and there was a sufficient audit trail in respect of evidence to support expenditure via both cards. All purchases reviewed during the sample period were supported with documentation i.e. receipts, invoices, online orders and no instances of inappropriate expenditure were identified within the sample period examined.

A Transaction Log is maintained in respect of each card and updated immediately after a purchase has been made, with entries reconciled to the bank statements upon receipt. A card sharing log is in place to record instances where either of the cards are used by other members of staff and no instances of card details being stored to online accounts were identified.

There are no findings contained within this report in respect of Purchase Card.

#### **Purchasing**

***The control environment in respect of the Purchasing system is considered to be effective.***

The School has a Financial Procedures & Policies document in place and this was last reviewed and updated in September 2018. A large number of purchases are now made using the Purchase Card and for orders raised using SIMS there is a process in place in that all purchases are authorised by the budget holder prior to committing the school to expenditure. From a sample of 10 orders examined all had been authorised in accordance with this procedure and were raised on SIMS prior to receipt of the goods and invoice. All delivery notes and invoices showed evidence of being reviewed and all payments within the sample were supported by valid VAT invoices. Cheque signatories examine documentation prior to authorising cheques and this is evidence by way of a signature on the corresponding cheque advice slip.

Cancelled orders are appropriately marked and there was evidence that pending orders are regularly reviewed. Based on the sample of transactions examined the non-order invoice facility is being appropriately used.

There are no findings contained within this report in respect of Purchasing.

#### **School Income**

***The control environment in respect of School Income is considered to be effective with opportunity for improvement.***

The School has developed a Financial Procedures and Responsibilities Policy that details how each area of administration should be managed with the roles and responsibilities of the individuals presently involved. There is also a comprehensive Charging and School Lettings Policy in place at the School and for all current hires (of which there are 20) a signed Facility Booking Form was present which had been signed by both the Headteacher and hirer. It was however noted that this Form does not currently include reference to the payment terms and arrears procedures.

At the time of the audit a total of £5041.13 was owed to the School in respect of invoices in excess of 61 days old. While there is a procedure in place for chasing outstanding debts, Management need to determine the way forward with these debtors, as a number of these are long term. The use of an updated Facility Booking Form to include the payment terms and conditions of hire will help to facilitate the future billing process and follow up of arrears.

This report also recommends that responsibility for raising invoices on SIMS be given to the Estates & Lettings Manager allowing the Business Manager to

remain sufficiently independent to allow for a segregation of duties between the raising of invoices, and receipt of income / bank reconciliation process. Whilst all income received was appropriately receipted and banked during the sample period examined slight delays were identified in the update of this income onto SIMS.

### **Assets**

***The control environment in respect of Assets is considered to be effective with opportunity for improvement.***

The school does not require a formal Building Development Plan due to it being recently built, however a schedule of works to be undertaken is maintained by the Estates & Lettings Manager. The School Inventory was found to be robust and completed using excel with individual sheets maintained for each room ; with each room also cross referenced to a school building room plan. This process was introduced following the appointment of the Estates & Lettings Manager in September 2018 and will be reviewed annually during the Summer holidays.

The School sell a variety of school uniform items and at the time of the audit the value of the stock in hand was in excess of £42k. While it is accepted that a large uniform order was received into stock shortly prior to the audit for sale during July, the closing stock prior to this was calculated and totalled £19k and is also considered excessive. While stock checks are undertaken twice a year, and a detailed list of items sold passed to the office with any income for banking, an up to date stock record is not maintained. This report recommends that measures are put in place to avoid over stocking and to ensure that an accurate stock in hand record is maintained.

Implementation of the recommendations contained within this report will enhance the control environment further.

### **SUMMARY OF RECOMMENDATIONS:**

<b>REPORT REF. &amp; PRIORITY</b>	<b>FINDING</b>	<b>RECOMMENDATION</b>	<b>IMPLEMENTATION DATE</b>
5.1.1  Low	<p>Attendance sheets were present at the school in respect of all Governing Body meetings and the majority of sub committee meetings held. However, for the following 3 sub-committee meetings held during the current academic year no signed attendance sheets were present :</p> <ul style="list-style-type: none"> <li>• 12.6.18 Redundancy Committee</li> <li>• 7.3.19 Staffing &amp; Curriculum Committee</li> <li>• 9.4.19 Pupil Discipline &amp; Exclusion Committee</li> </ul>	Attendance sheets for all Governing Body and sub committee meetings must be retained at the School and held in a manner that makes them easy to locate.	Implemented
5.2.1  Medium	Although the document 'Planning and Approval Procedures for Educational Visits' states that schools can determine their own planning and approval requirements for school trips, it also states that schools are	In addition to manual risk assessments, EVOLVE should be used to document all off-site visits, including those in relation to	Implemented

	<p>strongly advised to use the EVOLVE system.</p> <p>Examination of the EVOLVE system identified that whilst all school trips are entered onto EVOLVE, routine off-site visits such as sporting fixtures are not.</p> <p>Discussion at the school established that a list is emailed weekly to the Estates &amp; Lettings Manager with details of each sporting fixture, location and details of the pupils attending. However, these emails are subsequently deleted at the end of each week once the fixtures have taken place.</p>	<p>sporting fixtures / tournaments etc.</p> <p>All staff should be made aware of their responsibilities to avoid any confusion over future tournaments / fixtures.</p>	
<p>5.3.1</p> <p>Medium</p>	<p>The Estates &amp; Lettings Manager is responsible for managing all school bookings and hires. However, invoices are currently raised on SIMS by the Business Manager who is also responsible for the subsequent receipt of income and bank reconciliation process.</p> <p>It is however accepted that the copy invoices present at the School were authorised by the Estates &amp; Lettings Manager and discussion at the School revealed that the process is undertaken simultaneously by both members of staff.</p>	<p>Responsibility for raising invoices on SIMS should be given to the Estates &amp; Lettings Manager. Invoices should continue to be authorised by this person (who has been delegated this authority) and is best placed to ensure that the invoices are correctly raised in accordance with the booking / hire.</p> <p>The Business Manager is then sufficiently independent to allow for a segregation of duties and can continue to receipt income and undertake the process of bank reconciliation.</p>	<p>Implemented</p>
<p>5.3.2</p> <p>Low</p>	<p>While the Charging and School Lettings Policy clearly specifies the charging and arrears policy of the school, examination of the Facility Booking Form used by hirers revealed that the payment terms, conditions and arrears procedures are currently not specified.</p>	<p>The school should update the Facility Booking Form to include the payment terms and conditions of hire, and arrears policy as detailed within the Charging and School Lettings Policy.</p>	<p>Implemented</p>

5.3.3  Medium	<p>Examination of the Aged Debtor Report from SIMS revealed that:</p> <ul style="list-style-type: none"> <li>There is £764.99 owed to the school from 8 debtors in respect of invoices in excess of 61 days old</li> <li>There is an additional £4276.14 owed to the school from a further 18 debtors in respect of invoices in excess of 91 days old.</li> </ul> <p>Whilst there was evidence to demonstrate that the school have been chasing these arrears, many are longer term debts which may need to be written off.</p>	<p>The amounts outstanding to the school should be followed up as soon as possible in accordance with the Charging and School Lettings Policy.</p> <p>The Headteacher should consider each balance outstanding to determine if any of the debtors are to be written off.</p> <p>The use of an updated Facility Booking Form to include the payment terms and conditions of hire (as detailed above) will also help to facilitate the billing process and subsequent follow up of arrears.</p>	31 October 2019																														
5.3.4  Medium	<p>For the sample period examined (March – June 2019) the following delays were identified between the receipt of income and its update to SIMS:</p> <table> <tr> <th><u>Date Income Received</u></th> <th><u>Amount</u> £</th> <th><u>Date Input on SIMS</u></th> </tr> <tr> <td>21.03.19</td> <td>£106.50</td> <td>26.03.19</td> </tr> <tr> <td>28.03.19</td> <td>£163.50</td> <td>02.04.19</td> </tr> <tr> <td>04.04.19</td> <td>£194.60</td> <td>09.04.19</td> </tr> <tr> <td>02.05.19</td> <td>£875.50</td> <td>02.05.19</td> </tr> <tr> <td>09.05.19</td> <td>£574.00</td> <td>14.05.19</td> </tr> <tr> <td>16.05.19</td> <td>£667.50</td> <td>20.05.19</td> </tr> <tr> <td>23.05.19</td> <td>£739.00</td> <td>04.06.19</td> </tr> <tr> <td>06.06.19</td> <td>£873.00</td> <td>11.06.19</td> </tr> <tr> <td>13.06.19</td> <td>£1,724.50</td> <td>18.06.19</td> </tr> </table>	<u>Date Income Received</u>	<u>Amount</u> £	<u>Date Input on SIMS</u>	21.03.19	£106.50	26.03.19	28.03.19	£163.50	02.04.19	04.04.19	£194.60	09.04.19	02.05.19	£875.50	02.05.19	09.05.19	£574.00	14.05.19	16.05.19	£667.50	20.05.19	23.05.19	£739.00	04.06.19	06.06.19	£873.00	11.06.19	13.06.19	£1,724.50	18.06.19	<p>SIMS should be updated as soon as possible following receipt and on a regular basis, to ensure that it is an accurate reflection of the income received at the school.</p> <p>This will also allow for an accurate and timely reconciliation of the account upon receipt of the bank statements.</p>	Implemented
<u>Date Income Received</u>	<u>Amount</u> £	<u>Date Input on SIMS</u>																															
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<p>5.4.1</p> <p>Medium</p>	<p>The school sell a variety of items in its School Uniform Shop. While a stock of items is held throughout the year for sale as and when required to parents/pupils the majority of uniform is ordered and purchased during July in readiness for purchases in respect of the new academic year. A review of the School Uniform Records revealed that:</p> <ul style="list-style-type: none"> <li>At the time of the audit the balance of stock in hand was in excess of £42k. While it is accepted that a large order was raised and received into stock shortly before the audit visit, a calculation of the base stock prior to this order was found to total £19k.</li> <li>While stock checks are undertaken twice a year (July &amp; August) and a detailed list of items sold passed to the office with the sales income for banking, an up to date stock record is not maintained throughout the year.</li> </ul>	<p>The school should carefully consider its next school uniform order to ensure that excessive stocks are not held and items currently in stock are utilised.</p> <p>A Stock Control Record should be introduced and updated regularly with details of the items sold and current stock balances.</p> <p>The handover of income to the office for banking should also be verified by the provision of two signatures as evidence of the amount involved i.e. the person handing over and receiving the money.</p>	<p>Implemented</p>
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## PROSPERITY, DEVELOPMENT & FRONTLINE SERVICES

### AUDIT NAME: PARKING SERVICES

DATE FINAL REPORT WAS ISSUED: 10/09/2019

#### INTRODUCTION

In August 2012 Rhondda Cynon Taf County Borough Council became responsible for the enforcement of the majority of on-street and off-street parking regulations across the County Borough under a scheme called Civil Parking Enforcement. Civil Parking Enforcement encompasses all off-street car parks currently managed by the Council, as well as on-street traffic regulation order lines and signs - e.g. double-yellow lines, residential parking bays, school clearways (zig-zag markings), etc.

The back office processing for Penalty Charge Notices (PCN's) was previously the responsibility of Merthyr Tydfil CBC, however this arrangement was reversed in April 2018 following the introduction of a new SLA which placed responsibility on Rhondda Cynon Taf for providing back office support for both Councils. This role was further extended in April 2019 to include neighbouring Council's including Caerphilly, Newport, Torfaen, Monmouthshire and Blaenau Gwent. There is also further potential scope to expand the operation to other local Councils in future.

In October 2017 RCT Cabinet approved the introduction of a mobile camera parking enforcement solution to help tackle complaints of vehicles parking on Keep Clear markings, zig-zag lines near pedestrian crossings and abuse of parking restrictions outside of schools. Following the successful procurement of this vehicle the new service commenced on the 3rd September 2018 in conjunction with the start of the new academic year. At the time of this review 3588 PCN's had been issued as a result of camera footage which has been captured from the mobile vehicle.

The Council is committed to safely managing traffic flow as well as on/off street parking. RCT currently employs 14 Civil Enforcement Officers (CEO's) who patrol highways and car parks within the County Borough, and who issue Penalty Charge Notices (PCN's) to drivers who park their vehicles unlawfully in breach of car park and traffic regulations.

#### SCOPE & OBJECTIVES

In accordance with the Internal Audit Plan for financial year 2019/20, agreed by Audit Committee, a review of the key controls within the system for Civil Parking Enforcement was undertaken. Audit testing was carried out on the process for capturing, reviewing and retaining evidence from the mobile camera enforcement vehicles to establish whether the back office support for processing PCN's is operating effectively.

- The primary purpose of the review is to provide management with an opinion on the adequacy and effectiveness of the internal control system.
- The objective of the review is to ensure that:
- The process for capturing, reviewing and retaining evidence obtained by the mobile enforcement vehicles is effective, subject to appropriate probity checks and PCN's issued accordingly based on evidence obtained.

## AUDIT OPINION

***The overall control environment in relation to the process for issuing Penalty Charge Notices (PCN's) and back office support functions is considered to be effective.***

### **Capturing Evidence**

The mobile enforcement vehicle is fitted with a mounted camera which is linked to a programmed mapping system. The camera is automatically activated when the vehicle enters one of the restricted zones, as follows:

- Outside schools (School Keep Clear markings)
- Bus stops
- Pedestrian Crossing (zig-zag lines)

The camera also deactivates on exiting these zones with all footage captured and uploaded to Roadflow (a software system) via a 3G mobile network throughout the day. While this process was found to be working effectively it was identified that the camera can be also turned / moved manually by the driver via a remote control console which is placed next to the driver. This could result in the driver looking away from the road momentarily to activate the camera. This report recommends that the console be ergonomically located on the dashboard for safety, however if this is not possible Management should consider instructing staff that the remote console should only be used when the vehicle is stationary unless absolutely necessary.

### **Review of Evidence**

All members of the Team are qualified Civil Enforcement Officers and as such are suitably qualified to review the evidence captured. A process is in place whereby all video footage captured by the vehicle camera and uploaded to the system is reviewed by one of two Team Leaders for consistency and independence. This review is undertaken directly on the Roadflow system and during the sample period examined all reviews were carried out on a timely basis by Officers who are experienced in this role.

### **Back Office Support / Issue of PCN's**

All documentation relating to the issue of a PCN is stored on the 360 system. This is used to store all documentation generated from the system and correspondence received from 3rd parties (e.g. letters from offenders) as well as photo and video evidence obtained from the mobile enforcement vehicle. The system has been programmed so that key functions are automated / system generated and, as a result progressions through the various stages of the process are more streamlined.

Of the 30 randomly selected cases examined during the review, all had been paid within Stage 1 (issue of PCN) of the recovery process.

The 360 system was found to be up-to-date for the sampled cases and all relevant and required correspondence issued from the Enforcement Team (including all camera footage issued as evidence and from offenders) was present on Roadflow.

### **Camera Enforcement Vehicle**

While still in the early stages of operation, it is clear that the camera enforcement vehicle has added a significant tool in the Council's ability in combating illegal parking in the designated, restricted zones. However, the full potential of utilising this facility is currently limited in two ways;

Only one vehicle is in operation therefore coverage is restricted / limited.

The number of enforceable zones is currently limited to only bus stops, outside schools and pedestrian crossings.

Management may wish to consider the procurement of a second enforcement vehicle. The introduction of a second vehicle will allow a greater area to be

covered simultaneously, hence increasing the number contraventions identified and PCN's issued. A second vehicle would also allow Management to further extend the number of enforceable zones currently patrolled. It is however accepted that the long term goal is to reduce the number of contraventions identified and the increased presence of a second vehicle will aid as an additional deterrent, and improved safety across the County Borough. The cost effectiveness procuring a second vehicle will need to be evaluated by Management.

The implementation of the recommendations made within this report will enable Management to enhance the overall control environment further.

#### SUMMARY OF RECOMMENDATIONS:

REPORT REF. & PRIORITY	FINDING	RECOMMENDATION	IMPLEMENTATION DATE
5.1.1  Medium	<p>The mobile enforcement vehicle has a roof mounted camera which is programmed using a software package called Roadflow. This links to a mapping system and the camera is automatically activated when the vehicle enters one of the restricted zones (which has been programmed for RCT). The camera also de activates once it has left the zone with any footage captured uploaded to the Roadflow system via 3G mobile network throughout the day.</p> <p>It was identified that the camera can be manually turned on by the driver. This is done via a remote control console which is placed on the central console next to the driver.</p> <p>The current placement of the remote console is not best suited or considered safe, as it could lead the driver to look away from the road to locate the necessary switch or button.</p>	<p>The remote console should be more suitably located near or on the dashboard if possible.</p> <p>If it is not possible to relocate the remote to a safer/more suitable position then Management should consider instructing staff that the remote console should only be used when the vehicle is stationery and not whilst moving unless absolutely necessary.</p>	Implemented
5.1.2  Low	<p>There is currently one enforcement vehicle used to cover the entire County Borough of RCT. This is a considerable geographical area of 164 square miles and includes a number of Traffic Regulation Orders (TRO's) including:</p> <ul style="list-style-type: none"> <li>136 School Keep Clear zones,</li> </ul>	<p>Management may wish to consider the procurement of a second enforcement vehicle to increase the full potential of this facility. The cost effectiveness of procuring a second enforcement vehicle would need to be evaluated by Management.</p>	Implemented

	<ul style="list-style-type: none"> <li>• 567 Bus stops</li> <li>• 141 pedestrian crossings.</li> </ul> <p>Since the vehicle was put into use in September 2018, footage captured has resulted in the issue of 3588 PCN's.</p> <p>(See Appendix 1 for a monthly breakdown of PCN's issued since the service started).</p>	<p>The introduction of a second vehicle will allow a greater area to be covered simultaneously, and increase the number contraventions identified and PCN's issued.</p> <p>A second vehicle would also allow Management to further extend the number of enforceable zones currently patrolled.</p>	
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