

AUDIT COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

17 February 2017

Chairperson: Councillor Mrs.L.H.James

Councillors: D.W.Davies, M.Harvey, D.Keogh, S.Rahaman,
Mrs.R.Davies and H.N.James

Officers In Attendance D.Rees, Miss A.O'Donnell, Mrs.T.Davies and
Ms.N.Headon

**Representing the
Wales Audit Office:** G.Gillett

Voting Lay Member: Mrs.J.Jenkins

1. MEMBER'S DECLARATIONS OF INTEREST

The following Members made declarations of interest at the commencement of the meeting:

Councillor H.N.James - Report of the Head of Financial Services – Agenda Item 5 — Internal Audit Progress Report - as he is a Shadow Governor at Ysgol Afan Castell Nedd (new Welsh Medium School).

Councillor Mrs.R.Davies - Report of the Head of Financial Services – Agenda Item 5 – Internal Audit Progress Report – as she is a Governor at Ysgol Gyfyn Ystalyfera.

2. **TO RECEIVE THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE HELD ON 25 NOVEMBER, 2016**

Officers confirmed that the Guide to Disclosure and Barring Service has been created and distributed to relevant staff. This would also be circulated to all Audit Committee Members.

RESOLVED: that the Minutes of the meeting held on 25 November, 2016, be noted.

3. **TREASURY MANAGEMENT MONITORING**

Members were given an overview on Treasury Management action and information which had recently been reported to Policy and Resources Cabinet Board on 11 January, 2017.

RESOLVED: that the report be noted.

4. **TREASURY MANAGEMENT STRATEGY**

Members were provided with an overview of the Treasury Management Strategy, Annual Investment Strategy and Minimum Revenue Provision Policy, which had been approved by Council on the 1 February, 2017.

RESOLVED: that the report be noted.

5. **INTERNAL AUDIT PROGRESS REPORT**

Members received an update on progress up to 3 February, 2017 as detailed in the circulated report.

It was noted that with regards to progress against the Plan everything was on course to be achieved by 31 March, 2017.

Members were pleased to note that 100% of Disclosure and Barring Services (DBS) checks had been checked at Ysgol Bae Baglan and were found to be correct for all staff.

RESOLVED: that the report be noted.

6. **RISK REGISTERS**

Members received an update on the work undertaken by Internal Audit in relation to the risks on the Corporate Risk Register relating to the Education, Leisure and Lifelong Learning and Environment Directorates, as agreed in the November meeting.

It was highlighted that every Risk on the Register had been discussed with Heads of Service and their teams, these were now live working documents.

Members discussed the layout of the report, and requested that for clarity, the 'overall conclusion' section be moved further toward the end of the next report, in order for it to be easily identifiable from the main body of the report.

RESOLVED: that the report be noted.

7. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the above Act.

8. **SPECIAL INVESTIGATIONS**

Members received an overview of the private circulated report, and discussed the level of detail required in such a report, while still respecting anonymity of individuals.

The Head of Financial Services would liaise with the Head of Human Resources and the Head of Legal Services regarding a review of the disciplinary policy.

RESOLVED: that the report be noted.

CHAIRPERSON