



PWYLLGOR ARCHWILIO

2.00 PM - DYDD MERCHER, 5 RHAGFYR 2018

**ANOLFAN DDINESIG PORT TALBOT CIVIC CENTRE, COMMITTEE
ROOMS 1/2**

RHAN 1

1. Datganiadau o fudd
2. Derbyn Cofnodion cyfarfod blaenorol y Pwyllgor Archwilio a gynhaliwyd ar 19 Medi 2018 (*Tudalennau 5 - 8*)

Adroddiad gan Swyddfa Archwilio Cymru

3. Unrhyw eitemau brys (boed yn gyhoeddus neu'n eithriedig) yn y Cadeirydd yn unol ag Offeryn Statudol 2001 Rhif 2290 (fel y'i diwygiwyd) (*Tudalennau 9 - 22*)

Adroddiad y Pennaeth Cyllid

4. Adroddiad cynnydd hyd at 15 Tachwedd 2018 (*Tudalennau 23 - 36*)
5. Unrhyw eitemau brys yn ôl disgrisiwn y Cadeirydd yn unol ag adran 100B(4)(b) o Ddeddf Llywodraeth Leol 1972
6. Mynediad i gyfarfodydd i benderfynu a ddylid gwahardd y cyhoedd o'r eitem ganlynol yn unol ag Is-adran 100a(4) a (5) Deddf Llywodraeth Leol 1972 a'r paragraffau eithriedig perthnasol o Ran 4 Atodlen 12a y Ddeddf uchod.

RHAN 2

Adroddiad preifat y Pennaeth Cyllid

7. Archwilio mewnol-ymchwiliadau arbennig (*Tudalennau 37 - 40*)

S.Phillips
Prif Weithredwr

Canolfan Ddinesig
Port Talbot

Dydd Sadwrn, 1 Rhagfyr 2018

Aelodaeth y Pwyllgor:

Cadeirydd: J.D.Morgan

Is-gadeirydd: L.M.Purcell

Aelodau: Councillors H.C.Clarke, A.R.Aubrey,
S.E.Freeguard, J.Miller, S.H.Reynolds,
A.J.Richards, R.W.Wood, S. ap Dafydd,
O.S.Davies a/ac L.Jones

**Mae pleidleisio
aelod lleyg:** Mrs.J.Jenkins

Mae'r dudalen hon yn fwriadol wag

AUDIT COMMITTEE

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

Members Present:

19 September, 2018

Chairperson: Councillor J.D.Morgan

Councillors: A.R.Aubrey, H.C.Clarke, S. ap Dafydd,
O.S.Davies, J.Miller, A.J.Richards and
R.W.Wood

Officers In Attendance H.Jones, H.Jenkins, A.O'Donnell and N.Headon

Representing the Wales Audit Office: G.Gillett and A.Lewis

Voting Lay Member: J.Jenkins

1. **MINUTES OF PREVIOUS MEETING HELD ON 25 JULY 2018**

RESOLVED: that the minutes of the meetings held on 25 July, 2018, be noted.

2. **MEMBERS DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting:

Councillor J.Miller - Report of the Head of Finance and Corporate Services, Agenda Item 4, Progress Report to 31 August, 2018, as he is Governor at Melin Primary School and YGG Castell Nedd Primary School, Neath.

3. **WELSH AUDIT OFFICE - AUDIT UPDATE REPORT**

The Committee received an overview from the Wales Audit Office on the Audit Committee Update.

It was noted that the Wales Audit Office, Annual Improvement Report 2017-2018, will go to Council on 26 September, 2018.

RESOLVED: that the report be noted.

4. **PROGRESS REPORT TO 31 AUGUST 2018**

Members received an update on progress to 31 August, 2018, as detailed in the circulated report.

It was highlighted that in the Published Reports, Appendix 1 of the circulated report, the Risk Category for each subject is derived from applying a number of variables to a spreadsheet and applying a formula which calculates the risk rating.

It was noted that in relation to Governors DBS checks that this is a new test recently undertaken and guidance has been issued to relevant parties to ensure compliance going forward.

RESOLVED: that the report be noted.

5. **RISK MANAGEMENT ARRANGEMENTS**

The Director of Finance and Corporate Services gave an update on the Risk Management Arrangements, as detailed in the circulated report.

It was noted that the Councils Risk Management Policy and Strategic Risk Register, was approved by Members in Cabinet on 27 June, 2018.

The Director of Finance and Corporate Services highlighted that if Members identify a risk, this can be taken back to Cabinet Scrutiny Committee in order to scrutinise the risk. Also, if there is change in the level of risk, this will be highlighted to Members.

The Director of Finance and Corporate Services look further into EDLL6 and ENV26 detailed in the Operational Risk Register, Appendix 2 of the circulated report.

It was noted that acronyms and risk be listed in an Index on the Strategic and Operational Risk Reports, in order for ease of reference.

RESOLVED: that the report be noted.

6. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13 and 14 of Part 4 of Schedule 12A to the above Act.

7. **INTERNAL AUDIT - SPECIAL INVESTIGATIONS**

Members received an update on Special Investigation Audits undertaken in the last quarter.

CHAIRPERSON

Mae'r dudalen hon yn fwriadol wag



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Audit Committee Update – Neath Port Talbot County Borough Council

Audit year: 2018

Date issued: December 2018

Document reference: APS122018

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Eitem yr Agenda 3

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at info.officer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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Audit committee update

About this document

- 1 This document provides the Audit Committee of Neath Port Talbot County Borough Council (the Council) with an update on current and planned Wales Audit Office work. It covers financial and performance audit work together with information on the Auditor General's programme of local government related studies.

Audit plan

The dates we presented our audit plans for 2017 and 2018 are set out in Exhibit 1.

Exhibit 1: audit plan.

Area of work	Status
Audit Plan 2017	Issued to Council April 2017 Presented to Audit Committee 28 June 2017
Audit Plan 2018	Presented to Audit Committee 5 April 2018

Financial audit update

- 3 Our financial audit work included in our 2017 audit plan is complete. Exhibit 2 provides members of the Audit Committee with a brief overview of progress against the planned financial audit key outputs and milestones set out in our 2018 audit plan.

Exhibit 2: financial audit update

Planned output	Scope	Status
Financial Statements 2017-18	Audit of the Council's 2017-18 financial statements.	Opinion issued 30 July 2018.
Whole of Government Accounts 2017-18	Audit of the Councils 2017-18 whole of government accounts	Audit not required – below threshold. Return submitted September 2018.
Margam Crematorium Joint Committee Annual Return 2017-18	Audit of the Committees 2017-18 Annual Return	Opinion issued 30 July 2018
Welsh Church Act Trust Fund 2017-18	Independent examination of the Trust Fund 2017-18 financial statements	Opinion issued 12 October 2018
Certification of Grants 2017-18	Certification of grants and returns 2017-18	Work on the Councils 2017-18 grant claims is in progress. Completion planned for December 2018
Annual Audit Letter	Letter summarising our 2017-18 audit work.	Issued December 2018.

Performance audit update

- 4 Exhibit 3 summarises the progress of the performance audit work set out in the 2017 audit plan which is still in progress and provides a brief overview of progress against the planned performance outputs and milestones set out in our 2018 audit plan.

Exhibit 3: performance audit update

Topic	Scope	Status	Timescale
Performance audit work - 2017 audit plan			
Service User Perspective Review	This project will test the service-user interface at all authorities. The review will evaluate what it feels like (as a member of the public) to deal with council services, involving a selection of services and scenarios. In Neath Port Talbot CBC we will be looking at the Council's Digital Strategy and specifically at the Council's approach to 'channel shift' (moving services online)	Phase one: Fieldwork on the Council's approach to channel-shifting services on-line (complete). Phase two: Service user survey currently running on-line.	Survey open November 2018-January 2019 (timeline may be extended depending on number of responses received). Reporting by end March 2019
Performance audit work - 2018 audit plan			
Improvement audit and assessment work including improvement planning and reporting audit	Audit of discharge of duty to publish an improvement plan, and to publish an assessment of performance.	Complete – certificates issued.	Improvement Plan Certificate issued May 2018. Assessment of Performance Certificate issued November 2018.

Topic	Scope	Status	Timescale
Assurance and Risk Assessment	Project to identify the level of audit assurance and/or where further audit work may be required in future years in relation to risks to the Council putting in place proper arrangements to secure value for money in the use of resources.	Work planned to be undertaken throughout the audit year to inform the 2019-2020 audit programme.	No written output. Outcomes and plans for next year's audit plan to be discussed with Corporate Directors Group January 2019
Well-being of Future Generations Act (Wales) 2015 (WFG Act) examinations	Examination of the extent to which the Council has acted in accordance with the sustainable development principle when taking steps to meet one or more of its wellbeing objectives. The 'step' that is being reviewed is 'We will work with partners to ensure that we target support to those children at risk of adverse childhood experience in the first 1,000 days of their lives'.	Work underway. First fieldwork workshop held with the Council November 2018. Second workshop to take place January/February 2019 (date to be confirmed).	Output will be a presentation to Council officers. Work will be completed by March 2019.
Thematic Review - Environmental Health	Review of the arrangements the Council has put in place to deliver environmental health services, building on the study previously undertaken by the Auditor General as part of the 'delivering with less' themed studies.	Dates to be agreed with the Council.	By March 2019.
Thematic Review - Corporate Safeguarding Arrangements	Review of the effectiveness of corporate safeguarding arrangements, building on the study previously undertaken by the Auditor General in this area.	Dates to be agreed with the Council. Fieldwork expected to be undertaken March 2019.	By May 2019.

Topic	Scope	Status	Timescale
Thematic Review - Leisure Services	Review of the arrangements the Council has put in place to deliver leisure services building on the 'study previously undertaken by the Auditor General as part of the 'delivering with less' themed studies.	Dates to be agreed with the Council.	By March 2019.
Annual improvement Report	Annual report summarising the audit work undertaken in the last year, which also includes a summary of the key findings from reports issued by 'relevant regulators'.	Work planned to be undertaken April 2018 – May 2019.	By August 2019.

WAO local government improvement studies

- 5 The Wales Audit Office also undertakes a programme of local government studies funded from the Welsh Consolidated Fund, which lead to national reports rather than local reports. Exhibit 4 summarises the present position on the programme of studies currently underway.

Exhibit 4: local government improvement studies programme of work

Topic	Scope	Status	Timescale
2017-18 Local Government Improvement Studies – 2017 audit plan			
How local government uses data	This review will identify how well local authorities are currently performing in collecting, analysing and using data to support decision making and the use of resources.	Data tool questionnaires were distributed to all councils in October 2017. Currently drafting report.	National report due to be published in the 3rd/4 th quarter of 2018.
Integrated care fund	The review will examine if the Integrated Care Fund is being used effectively to deliver sustainable services that achieve better outcomes for service users. Interviews will be undertaken with a selection of officers on each of the Regional Partnership Boards and Welsh Government officials.	Local outputs being presented at regional partnership board level.	National report due to be published early 2019.

Topic	Scope	Status	Timescale
2018-19 Local Government Improvement Studies – 2018 audit plan			
First point of contact assessments under the Social Services and Well-being Act	The study will review the first point of contact and assessments for adult social care.	Fieldwork planned to be undertaken in five local authorities. Neath Port Talbot CBC is not a fieldwork site in this study.	National report due to be published in the 3 rd /4 th quarter of 2019.
Tackling Violence Against Women, Domestic Abuse and Sexual Violence	Our review will focus on determining whether local authorities and their partners are effectively working together to prevent gender-based violence and domestic abuse and protecting all of the people involved.	Fieldwork planned to be undertaken in six local authorities. Neath Port Talbot CBC is not a fieldwork site in this study.	National report due to be published in 3 rd /4 th quarter of 2019.
Planning Service: Improving the Wellbeing of Wales	Our review will provide independent assurance that planning authorities are supporting sustainable development and delivering for the future long-term wellbeing of their communities and for Wales.	Fieldwork planned to be undertaken in five local authorities. Neath Port Talbot CBC is not a fieldwork site in this study.	National report due to be published in the 3 rd /4 th quarter of 2019.

WAO national studies

- 6 The Audit Committee may also be interested in the WAO national studies programme that are related to local government. Exhibit 5 provides information on our recently published national studies that have relevance to local authority organisations.

Exhibit 5: local authority related national studies

Topic	Findings	Status
Managing the impact of Brexit on the Rural Development Programme in Wales	<p>This report focuses on 'Rural Development funding' under the Welsh Government's Rural Communities - Rural Development Programme (RDP)</p> <p>This report considers whether the Welsh Government is effectively managing the risks and opportunities for the Rural Development Programme posed by Brexit.</p>	<p>Published 22 November 2018</p> <p>https://audit.wales/publication/managing-impact-brex-it-rural-development-programme-wales</p>
Waste Management in Wales: Municipal Recycling	<p>This review looked at municipal recycling, focussing on performance against the recycling targets.</p> <p>We found that more collaboration has helped make recycling methods more consistent and encouraged participation, although waste management service costs show surprising variation. Weight-based statutory targets have driven a much improved recycling rate over time but could better reflect wider sustainability considerations.</p>	<p>Published 15 November 2018</p> <p>http://www.audit.wales/publication/waste-management-wales-municipal-recycling</p>
Local Government services to rural communities	<p>This review examined the changing face of rural Wales and looked at the demographic challenges in providing council services to dispersed communities.</p> <p>We found that councils are not yet finding sustainable ways to help rural communities overcome the challenges they face. We have called on local authorities in Wales to</p>	<p>Published 13 November 2018</p> <p>http://www.audit.wales/publication/local-government-services-rural-communities</p>

Topic	Findings	Status
	think and act differently to sustain services in rural communities.	
Provision of Local Government Services to Rural Communities: Community Asset Transfer	<p>This document complements the Auditor General’s report on Local Government Services to Rural Communities. It highlights and summarises the study findings specifically relating to Community Asset Transfers (CATs).</p> <p>This document is a learning resource for local authorities to help them improve their approach to CATs in rural areas, which also have relevance for authorities in urban areas.</p>	<p>Published 13 November 2018</p> <p>https://audit.wales/publication/provision-local-government-services-rural-communities-community-asset-transfer</p>
National Fraud Initiative in Wales 2016-18	<p>This report summarises the findings of the biennial National Fraud Initiative in Wales for the period 1 April 2016 to 31 March 2018.</p> <p>The latest National Fraud Initiative (NFI) exercise has been one of the most successful to date – uncovering £5.4 million of fraud and overpayments across public services in Wales, compared with £4.4 million the last time. The Auditor General’s report, reveals that more than £35 million of fraud and overpayments have been found in Wales since the scheme began in 1996.</p>	<p>Published 22 October 2018</p> <p>http://www.audit.wales/publication/national-fraud-initiative-wales</p>
Procuring Residual and Food Waste Treatment Capacity	<p>This report focuses on arrangements for procuring capacity for waste treatment.</p> <p>We found that the Welsh Government procurement programme to help councils set up food and residual waste contracts has been well-managed, but several councils have opted out of the Programme, generally at a higher cost for residual waste treatment, and some are still reliant on landfill.</p>	<p>Published 11 October 2018</p> <p>https://audit.wales/publication/procuring-residual-and-food-waste-treatment-capacity</p>

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We welcome correspondence and telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

AUDIT COMMITTEE

5th December 2018

REPORT OF THE HEAD OF FINANCE – HUW JONES

Matter for information

Wards affected: All wards

Progress Report to 15th November 2018

1. Purpose of the Report

The purpose of this report is to:

- Provide details of the work undertaken in the last quarter
- Provide details of Post Audit Reviews undertaken in the last quarter
- Provide an update on progress against the plan
- Advise members of any staffing issues within the team

2. Background

One of the terms of reference of this Committee is to 'monitor internal (and) external audit performance'. In order to comply with this requirement to monitor the in-house service, a progress report is given below outlining internal audit work undertaken in the last quarter. This work is then set against the original Internal Audit Plan to show what progress has been achieved.

In addition, information is provided for members on the current position regarding staff vacancies and other staffing issues within the team.

3. Audit Assignments Completed

A total of 14 formal audit reports have been issued since 1st September 2018 in line with normal distribution guidelines. Attached as appendix 1 is a schedule of the reports along with a brief summary of the findings and the risk rating applied following the audit.

The following is a list of those reports issued:

- 2 Private Items
- 1 primary schools
- 1 Comprehensive School

- Petty Cash – Children & Young People Services
- School Clothing Grant
- Members' Declarations of Interest
- General Primary School Report
- Gypsy & Traveller Service
- Travel & Subsistence 18/19 (Education, Leisure & Lifelong Learning)
- Education Improvement Grant
- Pupil Development Grant
- Parent Pay – Primary Schools
- Assistive Technology

4. Post Audit Reviews Undertaken

The following Post Audit Reviews (PARs) have been undertaken.

Audit	Date of PAR	Issues arising
Cymmer Afan Primary	26.09.2018	None
Alderman Davies Church in Wales Primary	02.10.2018	None
Awel Y Mor Primary	04.10.2018	One recommendation is outstanding with regards to the Unofficial Fund Terms of Reference. These are due to be taken to the Governing Body meeting scheduled for 12.12.2018 for approval.
Tonnau Primary School	23.10.2018	None
Blaendulais Primary School	24.10.2018	None
Catwg Primary School	06.11.2018	None

5. Progress against Plan

Appendix 2 gives details of the work carried out to date against the 2018/19 plan.

There are currently 7 special investigations in progress.

6. Staffing

The 2 Assistant Auditor vacancies have been filled and both of the successful candidates are in post. The Fraud Auditor vacancy has been filled and the successful applicant will commence in January 2019. Finally, there is currently 1 Auditor post vacant and the recruitment process will commence shortly.

7. Financial Impact

There is no financial impact associated with this report.

8. Equality Impact Assessment

There are no equality impacts associated with this report.

9. Workforce Impacts

There are no workforce impacts associated with this report.

10. Legal Impacts

There are no legal impacts associated with this report.

11. Risk Management

There are no risk management impacts associated with this report

12. Consultation

There is no requirement under the Constitution for external consultation on this item.

14. Appendices

Appendix 1 – Published Reports

Appendix 2 – Audit Plan Monitoring 2018/19

Officer Contact

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Appendix 1 – Published Reports

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Report Ref	Report Subject & Responsible Head of Service	Report Conclusion	Risk Category
R21	School Clothing Grant Head of Participation	All grant conditions were met and returns to Welsh Government were made within the required timescales.	1
R22	Petty Cash Head of Children & Young People Services	Procedures in place are much improved since the last audit was undertaken in September 2017 and the recommendations made will further enhance the controls in place.	2
R23		Private Item	
R24	Members' Declarations of Interests Head of Legal Services	All Members have made the required declarations.	1
R25	General Primary School Report Head of Participation	This report is issued to all schools and its purpose is to highlight the issues identified during audits undertaken in the preceding year and share the recommendations made.	N/A
R26	Gypsy & Traveller Service Head of Property & Regeneration	Staff were found to have a good knowledge of current legislation and strategies in relation to the Gypsy & Traveller Service. Recommendations were made in relation to cash floats and rent collection.	2

Appendix 1 – Published Reports

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Report Ref	Report Subject & Responsible Head of Service	Report Conclusion	Risk Category
R27		Private Item	
R28	Travel & Subsistence Director of Education, Leisure & Lifelong Learning	Generally good controls were found to be in place and policy is being complied with. Recommendations were made in relation to completion of Driver Declaration Forms, timeliness of claims and submission of VAT receipts.	2
R29	Education Improvement Grant Head of Participation	The expenditure and administration of the grant was in line with the grant terms and conditions. Recommendations were made to streamline processes which will improve efficiency and reduce the resources required going forward.	2
R30	Pupil Development Grant Head of Participation	The expenditure and administration of the grant was in line with the grant terms and conditions. Recommendations were made to streamline processes which will improve efficiency and reduce the resources required going forward	2

Appendix 1 – Published Reports

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Report Ref	Report Subject & Responsible Head of Service	Report Conclusion	Risk Category
R31	Parent Pay Primary Schools Director of Education, Leisure & Lifelong Learning	This report was issued for information purposes to highlight the number of schools currently utilising Parent Pay and the benefits of adopting the system.	N/A
R32	Assistive Technology Head of Support, Commissioning & Direct Services	Good controls were found to be in place. Recommendations were made in relation to promoting the service, staff undertaking Protection of Vulnerable Adults training and the charging policy.	2
R33	St Joseph's RC School & Sixth Form Centre Head of Participation	Generally good controls were found to be operating and recommendations were made in relation to adhering to DBS guidance, the school unofficial fund and MIDAS training for staff who drive the school mini bus.	2
R34	Crymlyn Primary Head of Participation	Good controls were found to be operating and the school is complying in full with DBS guidance in relation to staff. One Governor had not applied for a DBS within the agreed 3 month period.	2

Risk Categories

Category 1 – testing found good controls to be in place

Category 2 – testing found some controls that need enhancing which will be achieved by the implementation of the recommendations

Category 3 – testing revealed a number of areas where improvements in controls are required. A verbal update will be provided

Category 4 – testing revealed areas of concern, the Head of Service will provide a written response to the audit report for consideration by Members of Audit Committee

Category 5 – testing revealed areas of significant concern. The Head of Service and/or Service Manager will attend audit committee

Monitoring Date	31st August 2018				
Audit Plan Item 2018-19	Risk Factor	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Education, Leisure and Lifelong Learning					
School Based Audits					
20 Primary Schools	M	1 school audited	5 schools audited	7 schools audited	
3 Secondary Schools	H			1 Audit Complete and report issued	
Other Education					
Parent Pay	M			Audit Complete & Report Issued	
Youth Service	H		Audit in planning stage	Audit in progress	
Education Grants	M	1 grant audited		3 grants audited and reports issued	
Leisure, Culture and Lifelong Learning					
None					

Finance and Corporate Services					
Revenue Collection					
Council Tax	L				
NNDR	L				
Sundry Debtors	L				
Cash Collection	H	Unannounced visits undertaken	Unannounced visits undertaken	Unannounced visits undertaken	
BACS	H				
Benefits Administration					
Housing Benefits	L				
Exchequer					
Payroll	M				
Creditor Payments	L			Audit in progress	
Creditor (FIS Checks)	H	Regular monthly checks undertaken	Regular monthly checks undertaken	Regular monthly checks undertaken	
Off Payroll Payments (IR 35)	H				
Accountancy					
Treasury Management	M				
Bank Reconciliation	M	Audit complete and draft report issued	Audit complete and final report issued		
VAT	M				
General					
Travel & Subsistence	M		Audit in progress	Audit Complete & report issued	
Legal Services					
Margam Crematorium	L	Audit complete and draft report issued	Audit complete and final report issued		
Other					
Contingency	N/A				

Chief Executive's					
Members' Declarations of Interest	M		Audit in progress	Audit Complete & report issued	
Disciplinary Processess	M				
Social Services, Health and Housing					
Housing General Fund:					
None					
Social Services					
Hillside Secure Unit	M			Audit in planning stage	
Grant Certification	M				
Abbey View Complex Needs Service	M	Audit in planning stage	Audit complete and final report issued		
Complaints	M	Audit in planning stage			
Safeguarding - Children & Adult Services					
To be agreed with Chief Officers					
Assistive Technology	M			Audit complete & report issued	

Environment					
Stores/Equipment attendance at stock takes	H				
Stores processes	H				
On call procedures	M			Audit in planning stage	
Tregelles Court Workshop	M				
Cash/Income Collection	M	Audit in progress			
Car Parking	M	Audit complete and draft report issued	Audit complete and final report issued		
Cemeteries	M		Audt in planning stage	Audit in progress	
Cross Directorate					
Special Investigations	N/A	3 in progress	4 in progress	7 in progress	
Advice & Guidance Requests	N/A	Ongoing	Ongoing	Ongoing	
Corporate Governance Arrangements	N/A				
I.T. Audit	N/A				
Contract Audit	N/A			3 final accounts audited	
Officer Declarations	M	Audit in progress	Audit complete and final report issued		
Petty Cash	M		Audit in planning stage		
Risk Registers	M				
DBS Checks	H	Audit in planning stage	Audit complete and final report issued		
Purchasing Cards	H		Audit in planning stage		
Travel & Subsistence	M		Audit in progress	Audit Complete & report issued	

Other Commitments					
Banking Administrator	N/A	Ongoing	Ongoing	Ongoing	
Attendance at working parties	N/A	Ongoing	Ongoing	Ongoing	
Servicing Audit Committee	N/A	Ongoing	Ongoing	Ongoing	
Vision Impaired West Glamorgan	L				
SWTRA	N/A				
FOI Requests	N/A	All which have been received have been answered	All which have been received have been answered	All which have been received have been actioned	
Staff association/lottery	N/A	Ongoing advice being given		Ongoing advice being given	
National Fraud Initiative	N/A			All data downloaded from internal systems and uploaded to Cabinet Office	
Contingency	N/A		School meal income audit complete and report issued. Settlement Agreements audit complete and report issued.	Members' Declarations of Interest, audit complete and report issued	

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