

## **AUDIT COMMITTEE**

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

**Members Present:** **26 June, 2019**

**Chairperson:** Councillor J.D.Morgan

**Vice Chairperson:** Councillor L.M.Purcell

**Councillors:** H.C.Clarke, S. ap Dafydd, O.S.Davies, J.Miller,  
R.W.Wood, A.N.Woolcock and A.L.Thomas

**Officers In Attendance:** H.Jones, A.O'Donnell, J.North and N.Headon

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

**Voting Lay Member:** J.Jenkins

---

### 1. **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** that the Minutes of the meeting held on 27 March, 2019, be approved.

### 2. **CLOSURE OF ACCOUNTS 2018/19**

The Committee received the report of the Director of Finance and Corporate Services in relation to the Council's Outturn position for Revenue and Capital and Statement of Accounts for 2018/19, as detailed in Addenda 1 and 2 of the circulated report.

It was noted that the Statement of Accounts would be considered and signed by the Chair at the Audit Committee on 29 July, 2019.

Members of the Audit Committee were invited to meet with the Chief Accountant regarding explanations on the closure of accounts process if they so wished.

**RESOLVED:** that the report be noted.

3. **AUDIT COMMITTEE UPDATE – NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

Members received an update from the Welsh Audit Office on the current and planned Welsh Office work.

**RESOLVED:** that the report be noted.

4. **INTERNAL AUDIT ANNUAL REPORT 2018-19**

Members were given an update on the Internal Audit Annual Report for 2018-19, as detailed in the circulated report.

It was noted that officers' were satisfied that the report conforms to standards and there were no major weaknesses in relation to the internal control systems operating in the Authority.

A discussion took place around the VAT Audit, it was highlighted that this had been postponed due to the restructure in the department.

Officers highlighted that in relation to the Disciplinary Processes, after feedback from the Human Resources Department there would be changes on how investigations were carried out by the Authority. To support these changes all Heads of Service and Accountable Managers would receive training provided by ACAS.

**RESOLVED:** that the report be noted.

5. **UPDATED INTERNAL AUDIT CHARTER**

Members were asked to approve the revised Internal Audit Charter, as detailed in Appendix 1 of the circulated report.

**RESOLVED:** that the revised Internal Audit Charter, be approved.

6. **INTERNAL AUDIT PROGRESS REPORT TO 31 MAY 2019**

Members received an update on the Internal Audit progress to 31 May 2019, as detailed in the circulated report.

A discussion took place around Risk factors, it was agreed that the methodology of Risk would be brought back to the next meeting.

**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 for the following item 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.

8. **INTERNAL AUDIT - SPECIAL INVESTIGATIONS**

Members received an update on special investigation audits undertaken in the last quarter, together with special investigations currently in progress.

In response to Members queries it was agreed that an update on employee claims would be brought back to the September meeting.

**RESOLVED:** that the report be noted.

**CHAIRPERSON**