

Appendix 1 – Published Reports

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

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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

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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