



## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **AUDIT COMMITTEE**

**18<sup>th</sup> March 2020**

#### **Report of the Head of Finance – Huw Jones**

#### **Matter for Decision**

#### **Wards Affected:**

All Wards

#### **1. Purpose of the Report**

The purpose of this report is to obtain members agreement to implement the protocol attached as Appendix 1 to this report.

#### **2. Executive Summary**

Implementation of the attached protocol will ensure that there is a clear agreed pathway to be used when members wish to invite an officer to attend committee.

#### **3. Background**

From time to time, due to the risk rating resulting from an audit, members will wish to invite an officer to a committee meeting to provide details of and answer their questions relating to the issues highlighted as a result of the audit. At present there is no agreed protocol in place to be used in these circumstances. The protocol

attached at Appendix 1 will provide clarity as to what is expected when invitations are extended to officers to attend committee.

#### **4. Recommendation**

It is recommended that members approve the protocol attached as Appendix 1.

#### **5. Reason for proposed decision**

To provide a framework to be utilised when members wish officers to attend committee meetings.

#### **6. Financial Impacts**

No implications

#### **7. Integrated Impact Assessment**

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment has indicated that a more in-depth assessment is not required.

#### **8. Valleys Communities Impacts**

No implications

#### **9. Workforce Impacts**

No implications

#### **10. Legal Impacts**

No implications

**11. Risk Management Impacts**

No implications

**12. Consultation**

There is no requirement for external consultation on this item

**13. Appendices**

Appendix 1 – Protocol

**14. List of Background Papers:**

None

**Officer Contact:**

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**Protocol for inviting officers to attend Audit Committee.**

As has been agreed previously when a service receives a risk rating of 4 or 5 Audit Committee Members may call the Service Manager and/or Head of Service to attend Audit Committee to answer members' questions.

In order to ensure that the meeting is productive the following actions will be taken:

1. Upon a risk rating of 4 or 5 being applied to a service a full copy of the report and any management responses will be forwarded to all Audit Committee Members. The report will be issued as soon as it has been agreed and formally issued in line with normal distribution guidelines.
2. The Chair and Vice Chair in consultation with other Committee Members will determine whether they wish the Service Manager and/ or Head of Service to attend the next Audit Committee Meeting. If attendance is required the Chair of Audit Committee will extend an invitation to those required to attend. In the case of Schools an invitation will be sent to the Headteacher and Chair of Governors.
3. The Audit Manager will ensure that there is a room available for use by those invited to attend until such times as members are ready to call them into the meeting.
4. Attendees at Audit Committee can only be dismissed from the meeting at the direction of either the Chair or Vice Chair.