

Pecyn Dogfennau



Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DYDD GWENER, 7 RHAGFYR 2018

AT: HOLL AELODAU'R PWYLLGOR ARCHWILIO

YR WYF DRWY HYN YN EICH GALW I FYNYSCHU CYFARFOD O'R PWYLLGOR ARCHWILIO SYDD I'W GYNNAL YN SIAMBR, NEUADD Y SIR, CAERFYRDDIN AM 10.00 AM AR DYDD GWENER, 14^{EG} RHAGFYR, 2018, ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA SYDD ATODEDIG.

Mark James DYB

PRIF WEITHREDWR



AILGYLCHWCH OS GWELWCH YN DDA

Swyddog Democrataidd:	Michelle Evans Thomas
Ffôn (Llinell Uniongyrchol):	01267 224470
E-bost:	MEEvansThomas@sirgar.gov.uk
Cyf:	AD016-001

PWYLLGOR ARCHWILIO

**AELODAETH:
8 AELOD O'R CYNGOR AC 1 AELOD ALLANOL Â PHLEIDLAIS**

GRŴP PLAID CYMRU – 4 AELOD

- 1. Y Cynghorydd Kim Broom**
- 2. Y Cynghorydd Gareth John**
- 3. Y Cynghorydd Emlyn Schiavone**
- 4. Y Cynghorydd Elwyn Williams**

GRŴP LLAFUR – 2 AELOD

- 1. Y Cynghorydd Tina Higgins [Cadeirydd]**
- 2. Y Cynghorydd Bill Thomas**

GRŴP ANNIBYNNOL – 2 AELOD

- 1. Y Cynghorydd Giles Morgan [Is-Gadeirydd]**
- 2. Y Cynghorydd Edward Thomas**

AELOD Â PHLEIDLAIS ALLANOL (1)

Mrs. Julie James

AGENDA

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Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR ARCHWYLIO

14 RHAGFYR 2018

CYNLLUN ARCHWILIO MEWNOL 2018/19		
Y Pwrpas: Y diweddaraf ynghylch ar Cynllun Archwilio Mewnol 2018/19		
Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen: I dderbyn yr adroddiad.		
Y Rhesymau: Cyflwynir adroddiad cynnydd yn rheolaidd bob tro mae'r Pwyllgor Archwilio yn cyfarfod.		
Ymgynghorwyd â'r pwyllgor craffu perthnasol: AMHERTHNASOL Angen i'r Bwrdd Gweithredol wneud penderfyniad: AMHERTHNASOL Angen i'r Cyngor wneud penderfyniad: AMHERTHNASOL		
YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO: Cynghorydd David Jenkins (Adnoddau)		
Y Gyfarwyddiaeth: Gwasanathau Corfforaethol Enw Pennaeth y Gwasanaeth: Helen Pugh Awdur yr Adroddiad: Helen Pugh	Swyddi: Pennaeth Refeniw a Chydymffurfio Ariannol	Rhif ffôn: 01267 246223 Cyfeiriad e-bost: HLPugh@sirgar.gov.uk

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

INTERNAL AUDIT PLAN UPDATE 2018/19

BRIEF SUMMARY OF PURPOSE OF REPORT

To provide Members with progress of the Internal Audit Plan. The following Reports are attached:

REPORT A (i) **Internal Audit Plan 2018/19 – Progress Report**

REPORT A (ii) **Internal Audit Plan 2018/19 – Recommendations Scoring Matrix**

REPORT B **Summary of Completed Final Reports Relating to Key**
Financial **Systems (April 2017 to date)**

A Summary of Final Reports for the Key Systems completed during the last Quarter is attached.

1	VAT
2	Council Tax
3	Housing Benefits
4	NNDR

**DETAILED REPORT
ATTACHED?**

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Helen Pugh** **Head of Revenues and Financial Compliance**

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance YES	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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Finance

Reviews carried out to ensure systems in place comply with the Authority's Financial Procedure Rules.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Helen Pugh** **Head of Revenues and Financial Compliance**

1. **Scrutiny Committee:** Not Applicable
2. **Local Member(s):** Not Applicable
3. **Community/Town Council:** Not Applicable
4. **Relevant Partners:** Not Applicable
5. **Staff Side Representatives and other Organisations:** Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Strategic Audit Plan 2017-20	AC 28-03-16	Internal Audit Unit

Mae'r dudalen hon yn wag yn fwriadol

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	Chief Executive									
1118001	Annual Governance Statement	11	*	N/A	*	*	*		9.9	Draft Report Issued
1118002	PMP Function - Recruitment / Safer Recruitment DBS	8	*	*	*	*			6.0	Field Work Complete
1118003	Ethics	15							0.0	
1118004	Performance Management	8	*	*	*	*	*	*	8.0	Complete
1118005	Whistleblowing	5	*	*	*	*			3.8	Field Work Complete
1118006	Financial Management Other	5	*	*	*	*	*	*	5.0	Complete
	Total Audit Days for Department	52							32.65	
	Information & Communications Audit									
2118001	Computer Assisted Audit Testing(CAATs)	25	*	*	*				0.0	Commenced
2118002	Resource Link	10							0.0	
2118003	Agresso	5							0.0	
2118004	Pensions	6	*	*	*	*	*	*	6.0	Complete
2118005	Revenues/ Benefits / DIPS	8	*	*	*				0.0	Commenced
2118006	Education & Children Services Systems	10							0.0	
2118007	Communities Systems	15							0.0	
2118008	Environment Systems	15							0.0	
2118009	IT Procurement	10	*	*	*	*			7.5	Field Work Complete
2118010	Cloud Computing	10							0.0	
2118011	Collaborative Working	10							0.0	
2118012	Digital Transformation / Agile Working / Information	20							0.0	
2118013	Financial Management Other	6							0.0	
	Total Days Computer Audits	150							13.5	
	Regeneration & Policy									
3118001	Customer Services	10	*	*					0.0	Terms of Reference
3118002	Press Office / Communication	10	*						0.0	Pre Audit Meeting
3118003	Modern Records	10							0.0	
3118004	Property & Estate Management	15							0.0	
3118005	New Funding Programmes (eg ESI)	10	*	*	*	*	*		9.0	Draft Report Issued

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
31 No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
3118006	City Deal	10							0.0	
3118007	Wellness Centre	10							0.0	
3118008	Corporate Plan / Business Plans	10	*	*	*	*	*	*	10.0	Complete
3118009	Regeneration Strand 1	10	*						0.0	Pre Audit Meeting
3118010	Regeneration Strand 2	8	*	*	*				0.0	Commenced
3118011	Regeneration Strand 3	8	*	*	*	*	*		7.2	Draft Report Issued
3118012	Regeneration Strand 4	10	*						0.0	Pre Audit Meeting
3118013	Complaints	10	*	*	*	*	*		9.0	Draft Report Issued
3118014	Data Protection	10	*	*	*				0.0	Commenced
3118015	Financial Management Other	5							0.0	
	Grants									
3118016	R&P Third Party Grants	10	*	*	*	*			7.5	Field Work Complete
	Total Audit Days for Department	156							42.7	
	Education & Children									
	School Improvement									
4118001	ERW inc arrangements for EIG & PDG	10							0.0	
	Education Services									
4118002	Challenge Advisors	10							0.0	
4118003	School Improvement	10							0.0	
	Strategic Development									
4118004	Information & Improvement	10							0.0	
4118005	Business Support	10							0.0	
	Curriculum & Well being									
4118006	Education Other Than At School (EOTAS)	5							0.0	
4118007	Families First Grant (Youth)	5	N/A	N/A	N/A	N/A	N/A	N/A	5.0	Complete
4118008	School Consultants	10							0.0	
4118009	Learning Transformation - eg Cynnydd, Cam Nesa	10							0.0	
	Children's Services									
4118010	Corporate Parenting	10	*	*	*				0.0	Commenced
4118011	Family Support	5	*						0.0	Pre Audit Meeting
4118012	Safeguarding	10							0.0	
4118013	Financial Management Other	5	N/A	N/A	*	*	*	*	5.0	Complete
	Schools:									

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
4118014	Schools DBS	5	*	*	*	*	*		4.5	Draft Report Issued
4118015	Schools Recruitment & Teachers salaries	10	*	*	*	*			7.5	Field Work Complete
4118016	Schools - Monitoring deficits & surpluses	10	*						0.0	Pre Audit Meeting
4118017	School Meals, Free Meals & Primary Free Breakfast Services	10	*	*	*	*	*		9.0	Draft Report Issued
4118018	Schools Questionnaires Q1	8	N/A	N/A	*	*	N/A	N/A	8.0	Complete
4118033	Schools Questionnaires Q2	6	N/A	N/A	*	*	N/A	N/A	6.0	Complete
4118034	Schools Questionnaires Q3	8	N/A	N/A	*				0.0	Commenced
4118035	Schools Questionnaires Q4	8	N/A	N/A	*				0.0	Commenced
4118019	School visits Q1	8	N/A	N/A	*	*			6.0	Field Work Complete
4118036	School visits Q2	6	N/A	N/A					0.0	Terms of Reference
4118037	School visits Q3	8	N/A	N/A					0.0	Terms of Reference
4118038	School visits Q4	8	N/A	N/A					0.0	Terms of Reference
	Grants									
4118020	Post 16	8							0.0	
4118021	Education - EIG - Final Annual Audit	5	N/A	N/A	*	*	*	*	5.0	Complete
4118022	Education - EIG - Q1 Audit	10	N/A	N/A	*	*	*	*	10.0	Complete
4118023	Education - EIG - Q2 Audit	5	N/A	N/A	*	*	*	*	5.0	Complete
4118024	Education - EIG - Q3 Audit	5							0.0	
4118025	Education - EIG - Q4 Audit	5							0.0	
4118026	Education - PDG - Final Annual Audit	5	N/A	N/A	*	*	*	*	5.0	Complete
4118027	Education - PDG - Q1	8							0.0	
4118028	Education - PDG - Q2	5							0.0	
4118029	Education - PDG - Q3	5							0.0	
4118030	Education - PDG - Q4	5							0.0	
4118031	14 to 19 Learning Pathways	10	N/A	N/A	N/A	N/A	N/A	N/A	10.0	Complete
4118032	Youth Work Strategy Grant	10	N/A	N/A	N/A	N/A	N/A	N/A	10.0	Complete
	Total Audit Days for Department	291							96	
	Corporate Services									
5118001	Budget Setting / Delivery of Efficiencies	10	*	*	*				0.0	Commenced
5118002	VAT	8							0.0	
5118003	Treasury Management - Loans	5	*	*					0.0	Terms of Reference
5118004	Housing Benefits	10							0.0	

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
56 No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
5118005	Payroll System	15	*	*	*	*			11.3	Field Work Complete
5118006	Creditor Payments	15							0.0	
5118007	Debtors System	15	*	*	*	*			11.3	Field Work Complete
5118008	Cash & Bank	10							0.0	
5118009	Travel & Subsistence System	10	*	*	*				0.0	Commenced
5118010	Deputyships	15	*	*	*	*	*		13.5	Draft Report Issued
5118011	Trust Funds	15	*	*	*	*			11.3	Field Work Complete
5118012	Burry Port Harbour - Accounts Return for WAO	8	*	*	*	*	*	*	8.0	Complete
5118013	Financial Management Other	5	*	N/A	*	*	*	*	5.0	Complete
	Total Audit Days for Department	141							60.3	
	Communities									
6118001	Home Care	10							0.0	
6118002	Residential Care Authority & Private Homes Q1	3	N/A	*	*	*	N/A	N/A	3.0	Complete
6118023	Residential Care Authority & Private Homes Q2	3	N/A	*	*	*	N/A	N/A	3.0	
6118024	Residential Care Authority & Private Homes Q3	2	N/A	*	*				0.0	
6118025	Residential Care Authority & Private Homes Q4	2	N/A						0.0	
6118003	Supported Living	10							0.0	
6118004	Learning Disabilities	5	N/A	*	*	*	N/A	N/A	5.0	Complete
6118005	Safeguarding	10							0.0	
6118006	Affordable Homes	10	*	*	*	*	*		9.0	Draft Report Issued
6118007	Licensing and other fees	10	*	*	*	*	*	*	10.0	Complete
6118008	Museums	10	*	*	*	*	*	*	10.0	Complete
6118009	Libraries	10	*	*	*	*	*	*	10.0	Complete
6118010	Amman Valley Leisure Centre	7							0.0	
6118011	Carmarthen Leisure Centre	9							0.0	
6118012	Llanelli Leisure Centre	9							0.0	
6118013	Pembrey Country Park / MCP / Country Parks	10							0.0	
6118014	Ski Centre	10							0.0	
6118015	Theatres	8	*	*	*	*			6.0	Field Work Complete
6118016	South Area Leisure / Education & Workforce	8	*						0.0	Pre Audit Meeting
6118017	Pendine Outdoor Education Centre	8	*	*					0.0	Terms of Reference
6118018	Llesiant Delta Wellbeing Ltd - LATC	20							0.0	

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
6118019	Housing Company	20							0.0	
6118020	Financial Management Other	5	*	*	*	*		*	5.0	Complete
6118026	LC Memberships	3							0.0	
	Grants									
6118021	Supporting People	15	*	*	*	*	*	*	15.0	Complete
6118022	Communities	10	*	*	*	*	*	*	10.0	Complete
	Total Audit Days for Department	227							86	
	Environment									
	Property:									
7118001	Property Maintenance	15							0.0	
7118002	Property & Estate Management (sale of assets)	15							0.0	
7118003	Energy Strategy	10							0.0	
	Waste and Environment:									
7118004	Grounds Maintenance	10	*	*	*	*	*		9.0	Draft Report Issued
7118005	Cleansing Services	10	*	*	*	*	*		9.0	Draft Report Issued
	Highways and Transport:									
7118006	Highway Maintenance (incl. Trunk Roads)	10							0.0	
7118007	Other Streetwork	10	*	*	*	*	*		9.0	Draft Report Issued
7118008	Street lighting	10	*	*	*	*	*	*	10.0	Complete
7118009	Parking Inc. Enforcement	8	*	*	*	*	*	*	8.0	Complete
	Planning Services:									
7118010	Local Development Plan	10							0.0	
	Policy & Development Departmental:									
7118011	Management Systems - Total	10							0.0	
7118012	Financial Management Other	5							0.0	
	Grants									
7118013	Environment Departmental Grants	20							0.0	
	Total Audit Days for Department	143							45.0	

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
56 No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	Procurement / Contracts									
8118001	Framework contracts	15	*	*	*				0.0	Commenced
8118002	Specific Projects (new and post contact review)	20	*	*	*	*	*		18.0	Draft Report Issued
8118003	Departmental Contract Management	20							0.0	
8118004	Community Benefits	10							0.0	
8118005	Category Management	10							0.0	
8118006	Financial Management Other	5							0.0	
	Total Audit Days for Department	80							18	
	Total Approved Plan Days	1240	% Complete to Date			31.8%			394.1	
	Mid & West Wales Fire Authority									
9118001		5							0.0	
9118002		5							0.0	
9118003		3							0.0	
9118004		2							0.0	
9218001		5	*	*	*				0.0	Commenced
9218002		5	*	*	*	*	*	*	5.0	Complete
9218003		5							0.0	
9218004		12							0.0	
9218005		6							0.0	
9218006		8	*	*	*				0.0	Commenced
9218007		5							0.0	
9218008		8							0.0	
9218009		1							0.0	
9218010		5							0.0	
9218011		10							0.0	
9218012		10							0.0	
									0.0	
	Total Audit Days for Department	95		% Complete to Date			5.3%		5.0	

INTERNAL AUDIT PLAN 2018/19										
2018/19	% Plan Completion to Date	31.8%		% Target November 2018						55.0%
Job No	Departments	Days Planned	Pre. Audit Meeting	Terms of Reference Issued	Commenced	Field Work Complete	Draft Report Issued	Final Report Issued	Days to Date	Status
	Additional Work Not Included in Original Plan									
2118014	Ceredigion IT	15	*	*	*				0.0	Commenced
1118007	Ceredigion Ethics	15							0.0	
5118014	Wales Pension Partnership	8	*	N/A	*	*	*	*	8.0	Complete
9018032	Financial Grant	10	*	*	*	*	*	*	10.0	Complete
	Total Additional Work	143		% Complete to Date			16.1%		23.0	
	Total Audit Plan Time	1383		% Complete to Date			30.2%		417.1	
	Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days						33.6%			

Mae'r dudalen hon yn wag yn fwiadol

INTERNAL AUDIT PLAN 2018/19			REPORTING							
2018/19			Issues							
Job No	Departments	Status	No. of 3 * Issues	No. of 2 * Issues	No. of 1 * Issues	Total No. Issues	3*=5	2*=3	1*=1	Score
	Chief Executive									
1118001	Annual Governance Statement	Draft Report Issued				0	0	0	0	0
1118002	PMP Function - Recruitment / Safer Recruitment DBS	Field Work Complete				0	0	0	0	0
1118003	Ethics					0	0	0	0	0
1118004	Gosod Syml	Complete	0	0	0	0	0	0	0	0
1118005	Whistleblowing	Field Work Complete				0	0	0	0	0
1118006	Rent Smart Wales	Complete	0	0	0	0	0	0	0	0
	Total Audit Days for Department									
	Information & Communications Audit									
2118001	Computer Assisted Audit Testing(CAATs)	Commenced				0	0	0	0	0
2118002	Resource Link					0	0	0	0	0
2118003	Agresso					0	0	0	0	0
2118004	Pensions	Complete	0	0	0	0	0	0	0	0
2118005	Revenues/ Benefits / DIPS	Commenced				0	0	0	0	0
2118006	Education & Children Services Systems					0	0	0	0	0
2118007	Communities Systems					0	0	0	0	0
2118008	Environment Systems					0	0	0	0	0
2118009	IT Procurement	Field Work Complete				0	0	0	0	0
2118010	Cloud Computing					0	0	0	0	0
2118011	Data Protection					0	0	0	0	0
2118012	Digital Transformation / Agile Working / Information					0	0	0	0	0
2118013	Financial Management Other					0	0	0	0	0
	Total Days Computer Audits									
	Regeneration & Policy									
3118001	Customer Services	Terms of Reference Issued				0	0	0	0	0
3118002	Press Office / Communication	Pre Audit Meeting				0	0	0	0	0
3118003	Modern Records					0	0	0	0	0
3118004	Property & Estate Management					0	0	0	0	0
3118005	New Funding Programmes (eg ESI)	Draft Report Issued				0	0	0	0	0
3118006	City Deal					0	0	0	0	0
3118007	Wellness Centre					0	0	0	0	0
3118008	Corporate Plan / Business Plans	Complete	0	0	0	0	0	0	0	0
3118009	Regeneration Strand 1	Pre Audit Meeting				0	0	0	0	0
3118010	Regeneration Strand 2	Commenced				0	0	0	0	0
3118011	Regeneration Strand 3	Draft Report Issued				0	0	0	0	0
3118012	Regeneration Strand 4	Pre Audit Meeting				0	0	0	0	0
3118013	Complaints	Draft Report Issued				0	0	0	0	0
3118014	Data Protection	Commenced				0	0	0	0	0
3118015	Financial Management Other					0	0	0	0	0
	Grants									
3118016	R&P Third Party Grants					0	0	0	0	0
	Total Audit Days for Department									
	Education & Children									
	School Improvement									
4118001	ERW inc arrangements for EIG & PDG					0	0	0	0	0
	Education Services									
4118002	Challenge Advisors					0	0	0	0	0
4118003	School Improvement					0	0	0	0	0
	Strategic Development									
4118004	Information & Improvement					0	0	0	0	0
4118005	Business Support					0	0	0	0	0
	Curriculum & Well being									
4118006	Education Other Than At School (EOTAS)					0	0	0	0	0
4118007	Families First Grant (Youth)	Complete	0	0	0	0	0	0	0	0
4118008	School Consultants					0	0	0	0	0
4118009	Learning Transformation - eg Cynnydd, Cam Nesa					0	0	0	0	0
	Children's Services									
4118010	Corporate Parenting	Commenced				0	0	0	0	0
4118011	Family Support	Pre Audit Meeting				0	0	0	0	0
4118012	Safeguarding					0	0	0	0	0
4118013	Welsh For Adults	Complete	0	0	0	0	0	0	0	0
	Schools:									
4118014	Schools DBS	Draft Report Issued				0	0	0	0	0
4118015	Schools Recruitment & Teachers salaries	Field Work Complete				0	0	0	0	0
4118016	Schools - Monitoring deficits & surpluses	Pre Audit Meeting				0	0	0	0	0
4118017	School Meals, Free Meals & Primary Free Breakfast Services	Draft Report Issued				0	0	0	0	0
4118018	Schools Questionnaires Q1	Complete	0	0	0	0	0	0	0	0
4118033	Schools Questionnaires Q2	Complete	0	0	0	0	0	0	0	0
4118034	Schools Questionnaires Q3	Commenced				0	0	0	0	0
4118035	Schools Questionnaires Q4	Commenced				0	0	0	0	0
4118019	School visits Q1	Field Work Complete				0	0	0	0	0
4118036	School visits Q2	Term of Reference				0	0	0	0	0
4118037	School visits Q3	Term of Reference				0	0	0	0	0
4118038	School visits Q4	Term of Reference				0	0	0	0	0
	Grants									
4118020	Post 16					0	0	0	0	0
4118021	Education - EIG - Final Annual Audit	Complete	0	0	0	0	0	0	0	0
4118022	Education - EIG - Q1 Audit	Complete	0	0	0	0	0	0	0	0
4118023	Education - EIG - Q2 Audit	Complete	0	0	0	0	0	0	0	0
4118024	Education - EIG - Q3 Audit					0	0	0	0	0
4118025	Education - EIG - Q4 Audit					0	0	0	0	0
4118026	Education - PDG - Final Annual Audit	Complete	0	0	0	0	0	0	0	0
4118027	Education - PDG - Q1					0	0	0	0	0
4118028	Education - PDG - Q2					0	0	0	0	0
4118029	Education - PDG - Q3					0	0	0	0	0
4118030	Education - PDG - Q4					0	0	0	0	0
4118031	14 to 19 Learning Pathways	Complete	0	0	0	0	0	0	0	0
4118032	Youth Work Strategy Grant	Complete	0	0	0	0	0	0	0	0

INTERNAL AUDIT PLAN 2018/19			REPORTING								
2018/19			Issues								
			No. of 3 *	No. of 2 *	No. of 1 *	Total No. Issues	3*=5	2*=3	1*=1	Score	Assurance Level
Job No	Departments	Status									
	Total Audit Days for Department										
	Corporate Services										
5118001	Budget Setting / Delivery of Efficiencies	Commenced				0	0	0	0	0	
5118002	VAT					0	0	0	0	0	
5118003	Treasury Management - Loans	Terms of Reference				0	0	0	0	0	
5118004	Housing Benefits					0	0	0	0	0	
5118005	Payroll System	Field Work Complete				0	0	0	0	0	
5118006	Creditor Payments					0	0	0	0	0	
5118007	Debtors System	Field Work Complete				0	0	0	0	0	
5118008	Cash & Bank					0	0	0	0	0	
5118009	Travel & Subsistence System	Commenced				0	0	0	0	0	
5118010	Deputyships	Draft Report Issued				0	0	0	0	0	
5118011	Trust Funds	Field Work Complete				0	0	0	0	0	
5118012	Burry Port Harbour - Accounts Return for WAO	Complete	0	0	0	0	0	0	0	0	Grant Certificate
5118013	Financial Management Other	Complete	0	0	0	0	0	0	0	0	Grant Certificate
	Total Audit Days for Department										
	Communities										
6118001	Home Care					0	0	0	0	0	
6118002	Residential Care Authority & Private Homes Q1	Complete	0	0	0	0	0	0	0	0	N/A
6118023	Residential Care Authority & Private Homes Q2					0	0	0	0	0	
6118024	Residential Care Authority & Private Homes Q3					0	0	0	0	0	
6118025	Residential Care Authority & Private Homes Q4					0	0	0	0	0	
6118003	Supported Living					0	0	0	0	0	
6118004	Learning Disabilities	Complete	0	0	0	0	0	0	0	0	Grant Certificate
6118005	Safeguarding					0	0	0	0	0	
6118006	Affordable Homes	Draft Report Issued				0	0	0	0	0	
6118007	Licensing and other fees	Complete	0	0	0	0	0	0	0	0	High
6118008	Museums	Complete	0	3	0	3	0	9	0	9	Acceptable
6118009	Libraries	Complete	0	2	1	3	0	6	1	7	Acceptable
6118010	Amman Valley Leisure Centre					0	0	0	0	0	
6118011	Carmarthen Leisure Centre					0	0	0	0	0	
6118012	Llanelli Leisure Centre					0	0	0	0	0	
6118013	Pembrey Country Park / MCP / Country Parks					0	0	0	0	0	
6118014	Ski Centre					0	0	0	0	0	
6118015	Theatres	Commenced				0	0	0	0	0	
6118016	South Area Leisure / Education & Workforce	Pre Audit Meeting				0	0	0	0	0	
6118017	Pendine Outdoor Education Centre	Terms of Reference				0	0	0	0	0	
6118018	Lliesiant Delta Wellbeing Ltd - LATC					0	0	0	0	0	
6118019	Housing Company					0	0	0	0	0	
6118020	SP Financials	Complete	0	0	0	0	0	0	0	0	Grant Certificate
	Grants										
6118021	Supporting People	Complete	0	0	0	0	0	0	0	0	Grant Certificate
6118022	Communities	Complete	0	0	0	0	0	0	0	0	Grant Certificate
	Total Audit Days for Department										
	Environment										
	Property:										
7118001	Property Maintenance					0	0	0	0	0	
7118002	Property & Estate Management (sale of assets)					0	0	0	0	0	
7118003	Energy Strategy					0	0	0	0	0	
	Waste and Environment:										
7118004	Grounds Maintenance	Draft Report Issued				0	0	0	0	0	
7118005	Cleansing Services	Draft Report Issued				0	0	0	0	0	
	Highways and Transport:										
7118006	Highway Maintenance (incl. Trunk Roads)					0	0	0	0	0	
7118007	Other Streetwork	Field Work Complete				0	0	0	0	0	
7118008	Street lighting	Complete	0	0	1	1	0	0	1	1	High
7118009	Parking Inc. Enforcement	Complete	0	0	1	1	0	0	1	1	High
	Planning Services:										
7118010	Local Development Plan					0	0	0	0	0	
	Policy & Development Departmental:										
7118011	Management Systems - Total					0	0	0	0	0	
7118012	Financial Management Other					0	0	0	0	0	
	Grants										
7118013	Environment Departmental Grants					0	0	0	0	0	
	Total Audit Days for Department										
	Procurement / Contracts										
8118001	Framework contracts	Commenced				0	0	0	0	0	
8118002	Specific Projects (new and post contact review)	Draft Report Issued				0	0	0	0	0	
8118003	Departmental Contract Management					0	0	0	0	0	
8118004	Community Benefits					0	0	0	0	0	
8118005	Category Management					0	0	0	0	0	
8118006	Financial Management Other					0	0	0	0	0	
	Total Audit Days for Department										
	Total Approved Plan Days										
	Fire										
9118001						0	0	0	0	0	
9118002						0	0	0	0	0	
9118003						0	0	0	0	0	

INTERNAL AUDIT PLAN 2018/19			REPORTING								
2018/19			Issues								
		Status	No. of 3 * Issues	No. of 2 * Issues	No. of 1 * Issues	Total No. Issues	3*=5	2*=3	1*=1	Score	Assurance Level
Job No	Departments										
9118004						0	0	0	0	0	
9218001		Commenced				0	0	0	0	0	
9218002		Complete				0	0	0	0	0	
9218003						0	0	0	0	0	
9218004						0	0	0	0	0	
9218005						0	0	0	0	0	
9218006		Commenced				0	0	0	0	0	
9218007						0	0	0	0	0	
9218008						0	0	0	0	0	
9218009						0	0	0	0	0	
9218010						0	0	0	0	0	
9218011						0	0	0	0	0	
9218012						0	0	0	0	0	
						0	0	0	0	0	
	Total Audit Days for Department										
	Additional Work Not Included in Original Plan										
2118014	Ceredigion IT	Commenced				0	0	0	0	0	
1118007	Ceredigion Ethics					0	0	0	0	0	
5118014	Wales Pension Partnership	Complete	0	0	0	0	0	0	0	0	Grant Certificate
9018032	Financial Grant Advice	Complete	0	0	0	0	0	0	0	0	N/A
	Total Additional Work										
	Total Audit Plan Time										
	Productivity of Total Audit Plan Days as a Percentage of Approved Plan Days										

Assurance Level	Description for Assurance Level	Scores
High	Good controls consistently applied. Low risk of not meeting objectives. Low risk of fraud, negligence, loss, damage to reputation.	0 to 2
Acceptable	Moderate Controls, some areas of non-compliance with agreed controls. Medium / low risk of not meeting objectives. Medium / low risk of fraud, negligence, loss, damage to reputation.	3 to 10 with no 3* recommendations
Low	Inadequate controls. High Risk of not meeting objectives. High risk of fraud, negligence, loss, damage to reputation.	> 10 or including one or more 3* recommendations

Mae'r dudalen hon yn wag yn fwriadol

DEPARTMENT Corporate Services	AUDIT REVIEW VAT	AUDIT REF 4117004
PLANNED DAYS 8	ACTUAL DAYS 8	Frequency of Audit ANNUAL

BACKGROUND

VAT is a tax on consumption, essentially a 'sales tax'. It is payable by all consumers. Since local authorities are also consumers, when they make purchases of goods and services in order to perform their functions, they may find themselves paying VAT. Equally, when they levy charges, such as for services provided by them, they may have to account for VAT to the Commissioners for Her Majesty's Revenue and Customs (HMRC). However, under EU law, which is ultimately the law governing VAT, the default position is that local authorities – as public bodies – are exempt from paying VAT when they are performing "public functions". Article 13 of the principal VAT Directive states that an "authority governed by public law" is not liable to pay VAT on purchases which it makes to enable it to perform its public functions. Accordingly, any VAT which has been paid, known as "input tax", is recoverable from HMRC.

Similarly, the local authority does not need to add VAT (that is, "output tax") on any charges which it is entitled to make when performing its functions.

However, there are a number of problems which make this area of VAT law notoriously difficult, such as where a local authority is doing something under legal rules *applicable to everyone*; it is unlikely to be exempt. The Authority has staff within its Accountancy Section that deal with all VAT queries and who are responsible for the submission of monthly claims to recover VAT.

The Authority submits monthly claims to HMRC to recover VAT to an average value of approximately £2.0m.

SCOPE

The review covered the controls and procedures in operation for VAT to assess the extent to which:

- Recommendations in the previous Internal Audit report have been actioned;
- Adequate guidance / documented procedures exist;
- Appropriate controls and procedures are established to ensure compliance with legislation and HMRC requirements.

SUMMARY OF RESULTS

The review of VAT has been assessed as medium risk to the Authority during the audit planning process due to the complex nature of VAT and the volume of income and expenditure transactions processed by the Authority.

It is pleasing to report that expected key controls in respect of the management and administration of VAT are operating to an acceptable standard, with only a couple of issues being identified.

The review identified that the procedures adopted meet statutory, best practice and the Authority's Financial Procedure Rules. Minor improvements are required in order for Internal Audit to place an assurance that systems are operating to a high standard. These improvements have been agreed and are in the process of being implemented by the responsible officers.		
NUMBER OF RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	None	Acceptable
Priority 2 – Strengthen Existing Controls	2	
Priority 3 – Minor Issues	None	

DEPARTMENT Corporate Services	AUDIT REVIEW Council Tax	AUDIT REF 4117011
PLANNED DAYS 10	ACTUAL DAYS 10	Frequency of Audit ANNUAL
<p>BACKGROUND The Authority collects approximately £90 million per annum in Council Tax from 87,444 dwellings. The Revenues Service within the Resources Department is responsible for administering the system including the raising of invoices, processing of Council Tax Accounts, the reconciliation of cash and benefits postings and the recovery of arrears.</p> <p>SCOPE The audit ensured that procedures had been established and effective controls were in place for:</p> <ul style="list-style-type: none"> - Charging & Valuation Officers Procedures. - Discounts and reliefs. - Collections and refunds. - Performance including performance indicators and reconciliations. - Management arrangements. <p>SUMMARY OF RESULTS The Council Tax System is assessed as medium risk within the Authority's Internal Audit Plan. Although the system is considered fundamental to the Authority's finances, previous reviews have found the service to be well managed with few issues being identified. Based on the results of this review the risk rating will remain as medium.</p> <p>The results of the current review found that, overall, controls were operated to an acceptable standard and there was compliance with agreed practice. For the 2017/18 financial year, the Department was above its collection rate target of 97.1% in collecting 97.57%. In the majority of sample testing carried out, it was apparent that refunds were only repaid to tax payers, and various discounts and relief were only awarded, where entitlement was evident.</p> <p>The reported issue emanating from the audit testing is in relation to the lack of physical inspections. Internal Audit were advised that the main reason for this is due to a lack of resources.</p>		
NUMBER OF RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	None	Acceptable
Priority 2 – Strengthen Existing Controls	1	
Priority 3 – Minor Issues	None	

DEPARTMENT Corporate Services	AUDIT REVIEW Housing Benefits	AUDIT REF 4117010
PLANNED DAYS 10	ACTUAL DAYS 10	Frequency of Audit ANNUAL
<p>BACKGROUND</p> <p>The Housing Benefit section within the Corporate Services department calculates the amount of benefits and reductions which may be awarded to households on low income to help with the cost of paying rent and Council Tax.</p> <p>During 2017/18 the Authority paid out approximately £64m with an approximate case load of 19,000 claims. As a consequence the system is considered fundamental to the Authority's finances and is therefore subject to annual review.</p> <p>SCOPE</p> <p>The review considered the procedures and controls in place in the following areas in order to provide assurance that payments are made appropriately:</p> <ul style="list-style-type: none"> - Documented procedures are in place and are complied with. - Adequate documentation is maintained to support claims. - Accuracy of payments. - Safeguarding resources. <p>SUMMARY OF RESULTS</p> <p>The systems and procedures associated with the Housing Benefit System are classed as medium risk to the Authority as recent Internal Audit reviews have determined the service to be well managed with minimal issues identified.</p> <p>From sample testing, it was evident that there are robust systems in place with expected key controls established and operating to an acceptable standard, with only minor issues identified. Relevant information is obtained to ensure payments made are accurate and timely, and there was evidence of monitoring undertaken to ensure compliance with procedures and legislation concerning the payment of Housing Benefit, demonstrating a good control over the function.</p>		
NUMBER OF RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	None	Acceptable
Priority 2 – Strengthen Existing Controls	None	
Priority 3 – Minor Issues	3	

DEPARTMENT Corporate Services	AUDIT REVIEW NNDR	AUDIT REF 4117012
PLANNED DAYS 10	ACTUAL DAYS 10	Frequency of Audit ANNUAL
<p>BACKGROUND</p> <p>The Authority is responsible for collecting approximately £60 million in National Non Domestic Rates (NNDR) from 7,327 commercial properties within the Authority's area. The income is remitted to the National Pool for subsequent re-distribution to the Authority by nationally determined formula.</p> <p>The NNDR section is responsible for administering the system, including the raising of invoices, maintenance of accounts and the recovery of arrears up until final legal proceedings.</p> <p>SCOPE</p> <p>The audit ensured that procedures have been established and effective controls are in place for:</p> <ul style="list-style-type: none"> - Charging & VO Procedures. - Discounts and Reliefs. - Collections and refunds. - Performance including performance indicators and reconciliations. - Management Arrangements. <p>SUMMARY OF RESULTS</p> <p>The NNDR System is assessed as medium risk within the Authority's Internal Audit Plan.</p> <p>It was apparent from testing carried out that the procedures for both the Charging and VO (Valuation Office) were found to be robust, also Discounts, Reliefs and Refunds were only awarded where there was evidence of entitlement. The collection rate for the end of year was 99.52% against the All Wales average of 98.09%, resulting in Carmarthenshire being listed as the top performing Council in Wales for the collection of NNDR in 2017/18.</p> <p>There was one minor issue emanating from testing carried out, as the posting receipt for the Business Rates Annual Billing for the 2017/18 financial year could not be located.</p>		
NUMBER OF RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	None	High
Priority 2 – Strengthen Existing Controls	None	
Priority 3 – Minor Issues	1	

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR ARCHWYLIO
14 RHAGFYR 2018**

BLAENRHAGLEN GWAITH PWYLLGOR ARCHWYLIO		
Y Pwrpas: Adroddiad Blynyddol Archwiliad Mewnol 2018/19 ir Pwyllgor		
Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen: I dderbyn yr adroddiad		
Y Rhesymau: Blaenrhaglen Blynyddol i hysbysu'r Aelodau or Pwyllgor Archwyllo am yr eitemau agenda yw trafod am y flwyddyn 2018/19		
Ymgynghorwyd â'r pwyllgor craffu perthnasol: AMHERTHNASOL Angen i'r Bwrdd Gweithredol wneud penderfyniad : AMHERTHNASOL Angen i'r Cyngor wneud penderfyniad : AMHERTHNASOL		
YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Cyngorydd David Jenkins		
Y Gyfarwyddiaeth: Gwasanathau Corfforaethol Enw Pennaeth y Gwasanaeth: Helen Pugh Awdur yr Adroddiad: Helen Pugh	Swyddi: Pennaeth Refeniw a Chydymffurfio Ariannol	Rhif ffôn: 01267 246223 Cyfeiriad E-bost: HPugh@sirgar.gov.uk

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

AUDIT COMMITTEE FORWARD WORK PROGRAMME

To provide Members with a Forward Work Programme for the 2018/19 Audit Committee cycle to ensure that all appropriate committees have a published up to date programme owned by the Committee Members.

The following Report is attached:

1. Forward Work Programme

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **Helen Pugh** Head of Revenues and Financial Compliance

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Helen Pugh** Head of Revenues and Financial Compliance

1. **Scrutiny Committee:** Not Applicable
2. **Local Member(s):** Not Applicable
3. **Community/Town Council:** Not Applicable
4. **Relevant Partners:** Not Applicable
5. **Staff Side Representatives and other Organisations:** Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Strategic Audit Plan 2018-21	AC 28-03-16	Internal Audit Unit

Mae'r dudalen hon yn wag yn fwriadol

FORWARD WORK PROGRAMME - Audit Committee

Audit Committee 2018/19

Subject area and brief description of nature of report	Lead Department	Responsible Officer	Dec-18	Mar-19	Jul-19	Sep-19
Appointment of Audit Committee: <ul style="list-style-type: none"> Chair Vice Chair 	Corporate Services	Audit Committee			✓	
Annual Audit Report	Corporate Services	Head of Revenues and Financial Compliance			✓	
Forward Work Programme	Corporate Services	Head of Revenues and Financial Compliance	✓	✓	✓	✓
Internal Audit Plan Update <ul style="list-style-type: none"> To receive the progress report To receive the Scoring Matrix for finalised reviews 	Corporate Services	Head of Revenues and Financial Compliance	✓	✓	✓	✓
Internal Audit indicative three year plan	Corporate Services	Head of Revenues and Financial Compliance		✓		
Assurance Reviews: <ul style="list-style-type: none"> Fundamental financial systems 3* reports 	Corporate Services	Head of Revenues and Financial Compliance	As required			
Progress Report - Delivery of External Audit Recommendations	Regeneration & Policy	Performance Planning Section	✓			
Progress Report - Delivery of Internal Audit Recommendations	Corporate Services	Head of Revenues and Financial Compliance		✓		
Progress reports as requested by Audit Committee <ul style="list-style-type: none"> Supporting People Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities Museums Leisure Centre 	Communities					
		Safeguarding & Commissioning Manager	✓			
		Head of Mental Health and Learning Disabilities	✓			
		Head of Leisure			✓	
		Head of Leisure	✓			
Approval of Audit Charter	Corporate Services	Head of Revenues and Financial Compliance	✓			
Approval of Strategies / Rules & Regulations	Corporate Services	Head of Revenues and Financial Compliance	As required			

FORWARD WORK PROGRAMME - Audit Committee

Audit Committee 2018/19

Subject area and brief description of nature of report	Lead Department	Responsible Officer	Dec-18	Mar-19	Jul-19	Sep-19
Approval of Anti-Fraud and Corruption Strategy	Corporate Services	Head of Revenues and Financial Compliance		✓		
Receive the Corporate Risk Register	Corporate Services	Head of Revenues and Financial Compliance		✓		✓
Opportunity for Members to discuss Risks		Risk owners				✓
Statement of Accounts including Annual Governance Statement for Carmarthenshire CC & Dyfed Pension Fund <ul style="list-style-type: none"> To be received To be approved 	Corporate Services	Head of Financial Services			✓	✓
Burry Port Harbour Accounting Statement <ul style="list-style-type: none"> To be received To be approved 	Corporate Services	Head of Financial Services			✓	✓
Audit enquiries to those charged with governance and management for: <ul style="list-style-type: none"> Carmarthenshire CC Dyfed Pension Fund 	Corporate Services	Head of Financial Services				✓
Single Tender Action	Corporate Services	Director of Corporate Services	As required			
Minutes for noting: <ul style="list-style-type: none"> Grants Panel Corporate Governance Group Risk Management Steering Group 	Corporate Services	Head of Revenues and Financial Compliance	✓	✓	✓	✓
		Head of Financial Services				

FORWARD WORK PROGRAMME - Audit Committee

Audit Committee 2018/19

Subject area and brief description of nature of report	Lead Department	Responsible Officer	Dec-18	Mar-19	Jul-19	Sep-19
Wales Audit Office:	Corporate Services	Wales Audit Office				
· Audit Plan Update			✓	✓	✓	✓
· Annual Improvement Report						✓
· Financial Statements – ISA260 Report presented to those charged with Governance)in relation to the Statement of Accounts for <ul style="list-style-type: none"> o Carmarthenshire CC o Dyfed Pension Fund 						✓
· Letter of Representation <ul style="list-style-type: none"> o Carmarthenshire CC o Dyfed Pension Fund 						✓
· Annual Audit Letter: <ul style="list-style-type: none"> o Carmarthenshire CC o Dyfed Pension Fund 			✓			
· Thematic Study: Well-being of Future Generations - Baseline assessment						
· Thematic Study: Well-being of Future Generations -Scrutiny Review						
· Thematic Study: Service User Review						
· LG Improvement Study - Intermediate Care Fund						
· LG Improvement Study - Using Data Effectively						
· LG Improvement Study - How well do public bodies provide services to rural communities						
· Local Project work						
· Auditor General's fees <ul style="list-style-type: none"> o Financial Audits: <ul style="list-style-type: none"> § Carmarthenshire CC § Dyfed Pension Fund o Performance Audit 				✓		

Mae'r dudalen hon yn wag yn fwiadol

Audit Committee Training / Informal Sessions

Subject area and brief description of session	Lead Department	Responsible Officer	Dates										
			Feb-16	Jul-17	Autumn '17	Dec-17	Feb-17	Jul-18	Autumn '18	Dec-18	Feb-19	Jun-19	Autumn '19
Audit Committee - Self Assessment	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance	✓		✓								✓
Meeting with Auditors	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance				✓		✓		✓		✓	
Risk Register	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance	✓				✓				✓		
Statement of Accounts & Annual Governance Statement	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance		✓				✓				✓	
Audit Committee Development Session	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance		✓					✓				
Category Management	Corporate Services	Director Corporate Services Head of Revenues and Financial Compliance			✓								

Mae'r dudalen hon yn wag yn fwiadol

**PWYLLGOR ARCHWYLIO
14 RHAGFYR 2018**

**PROTOCOL ADRODD AC
UWCHGYFEIRIO ARCHWILIAD MEWNOL**

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:
Cymeradwyo'r protocol ddrafft.

Y Rhesymau:
Er mwyn caniatáu i'r Pwyllgor Archwyllo gyflwyno sylwadau ynghylch cynnwys y protocol ddrafft.

Ymgynghorwyd â'r pwyllgor craffu perthnasol: AMHERTHNASOL

Angen i'r Bwrdd Gweithredol wneud penderfyniad: AMHERTHNASOL

Angen i'r Cyngor wneud penderfyniad: AMHERTHNASOL

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:
Cyngorydd David Jenkins

Y Gyfarwyddiaeth:
Gwasanathau Corfforaethol

**Enw Pennaeth y
Gwasanaeth:**
Helen Pugh

Awdur yr Adroddiad:
Caroline Powell

Swyddi:

Pennaeth Refeniw a
Chydymffurfio Ariannol

Prif Archwilydd

Rhif ffôn: 01267 246217
Cyfeiriad e-bost:
capowell@sirgar.gov.uk

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

INTERNAL AUDIT ESCALATION PROTOCOL

The Head of Revenues and Financial Compliance at Carmarthenshire County Council is responsible for the Authority's Internal Audit service. Where Internal Audit reviews are undertaken on functions headed by the Head of Revenues and Financial Compliance, there is a potential conflict of interest arising from reporting lines.

Internal Audit works to the Public Sector Internal Audit Standards which came into force on 1 April 2013. Professional standards require that Internal Audit be independent from management and the activities which it audits. This is essential to Internal Audit's proper conduct and impartial advice to management. The Public Sector Internal Audit Standards require Internal Auditors to conform to a code of ethics; the four principles of the code of ethics are:

- Integrity,
- Objectivity,
- Confidentiality, and
- Competency.

This document sets out the reporting process within the Internal Audit team and the escalation process to follow should a conflict of interest arise, ensuring the code of ethics is adhered to at all times.

DETAILED REPORT
ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Helen Pugh - Head of Revenues and Financial Compliance

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	YES	NONE	NONE	NONE	NONE

Finance: Reviews carried out to ensure systems in place comply with the Authority's Financial Procedure Rules.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Helen Pugh - Head of Revenues and Financial Compliance

1. **Scrutiny Committee:** Not Applicable
2. **Local Member(s):** Not Applicable
3. **Community/Town Council:** Not Applicable
4. **Relevant Partners:** Not Applicable
5. **Staff Side Representatives and other Organisations:** Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Strategic Audit Plan 2018-21	AC 28-03-16	Internal Audit Unit

Mae'r dudalen hon yn wag yn fwriadol

1. INTRODUCTION

The Head of Revenues and Financial Compliance at Carmarthenshire County Council is responsible for the Authority's Internal Audit service. Where Internal Audit reviews are undertaken on functions headed by the Head of Revenues and Financial Compliance, there is a potential conflict of interest arising from reporting lines.

2. PURPOSE

Internal Audit works to the Public Sector Internal Audit Standards which came into force on 1 April 2013. Professional standards require that Internal Audit be independent from management and the activities which it audits. This is essential to Internal Audit's proper conduct and impartial advice to management. The Public Sector Internal Audit Standards require Internal Auditors to conform to a code of ethics; the four principles of the code of ethics are:

- Integrity,
- Objectivity,
- Confidentiality, and
- Competency.

This document sets out the reporting process within the Internal Audit team and the escalation process to follow should a conflict of interest arise, ensuring the code of ethics is adhered to at all times.

3. SCOPE

This protocol is relevant to the Carmarthenshire County Council Audit Committee, the Executive Board Member for Resources, the Director of Corporate Services, the Head of Revenues and Financial Compliance, the Principal Auditor and the Internal Audit team.

4. REPORTING AND ESCALATION

In line with the job profile of the Principal Auditor, it is the Officer's responsibility to formulate a 3-year strategic audit plan, which is risk based. The Principal Auditor will prioritise, organise and manage the workloads of the Internal Audit team to deliver the plan.

The Principal Auditor is responsible for the review and sign-off of all Internal Audit reviews, considering all aspects of reviews from commencement to Final Report. The Head of Revenues and Financial Compliance will have no involvement in undertaking Internal Audit reviews relating to the Revenues and Financial Compliance Service.

Where Internal Audit reviews are undertaken on functions headed by the Head of Revenues and Financial Compliance, the reports will be issued in the name of the Principal Auditor.

The Final Reports for all audit assignments undertaken by Internal Audit are issued to the Director of Corporate Services, the Audit Committee Chairperson and Vice-Chairperson, the Executive Board Member for Resources, the relevant Department Executive Board Member, the relevant Head of Service and the Leader of the Council.

Should an issue arise within, or require escalating in relation to, the Revenues and Financial Compliance service, the Principal Auditor shall have unfettered access to the Director of Corporate Services.

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR ARCHWYLIO
14 RHAGFYR 2018**

**ARCHWILIAD MEWNOL
CANOLFAN HAMDDEN LLANELLI 2017/18**

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:
I dderbyn yr adroddiad.

Y Rhesymau:
Gofynnwyd Y Pwyllgor Archwilio yng nghyfarfod 28 Medi 2018 am yr adroddiad mwyaf diweddar.

Ymgynghorwyd â'r pwyllgor craffu perthnasol: AMHERTHNASOL
Angen i'r Bwrdd Gweithredol wneud penderfyniad: AMHERTHNASOL
Angen i'r Cyngor wneud penderfyniad: AMHERTHNASOL

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:
Cynghorydd David Jenkins

Y Gyfarwyddiaeth:
Gwasanathau Corfforaethol

**Enw Pennaeth y
Gwasanaeth:**
Helen Pugh

Awdur yr Adroddiad:
Helen Pugh

Swyddi:
Pennaeth Refeniw a
Chydymffurfio Ariannol

Rhif ffôn: 01267 246223
Cyfeiriad e-bost:
HLPugh@sirgar.gov.uk

EXECUTIVE SUMMARY AUDIT COMMITTEE

14TH DECEMBER 2018

2017/18 INTERNAL AUDIT OF LLANELLI LEISURE CENTRE

At the 28th September 2018 meeting, the Audit Committee considered a report, which summarised the agreed work and progress to date by the Llanelli Leisure Centre Management Team, to improve its processes following the Internal Audit Summary presented initially to the Audit Committee at its meeting on 15th December 2017, and based on the findings of a broader report in 2016/17.

There had been significant focus on ensuring that Financial Procedure Rules were fully complied with and new technology was being introduced to improve standards and consistency.

It was noted that a more recent Internal Audit report had been undertaken at the facility. The Committee requested that a further update, detailing the 2017/18 Internal Audit that was finalised in August 2018, was presented at the meeting on 14th December 2018.

**DETAILED REPORT
ATTACHED?**

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Helen Pugh - Head of Revenues and Financial Compliance

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance YES	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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Finance: Reviews carried out to ensure systems in place comply with the Authority's Financial Procedure Rules.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Helen Pugh - Head of Revenues and Financial Compliance

1. **Scrutiny Committee:** Not Applicable
2. **Local Member(s):** Not Applicable
3. **Community/Town Council:** Not Applicable
4. **Relevant Partners:** Not Applicable
5. **Staff Side Representatives and other Organisations:** Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Strategic Audit Plan 2018-21	AC 28-03-16	Internal Audit Unit

Mae'r dudalen hon yn wag yn fwriadol

DEPARTMENT Communities	AUDIT REVIEW Llanelli Leisure Centre	AUDIT REF 5117018
<p>BACKGROUND</p> <p>Llanelli Leisure Centre offers a wide range of sporting and social activities for the community. Income, which is collected and accounted for by staff at the centre, is mainly generated through charging for these activities. The net approved budget is approximately £553k.</p> <p>SCOPE</p> <p>A review of Llanelli Leisure Centre was undertaken to ensure that:</p> <ul style="list-style-type: none"> ➤ Recommendations in the previous report had been actioned; ➤ Expenditure is undertaken in compliance with Financial Procedure Rules; ➤ All relevant staff have appropriate Disclosure and Barring Service (DBS) checks; ➤ The Direct Debit scheme is adequately administered; ➤ Memberships have appropriate supporting documentation; and ➤ Till income is properly accounted for. <p>SUMMARY OF RESULTS</p> <p>In line with the scope, the results of audit testing were as follows:</p> <p>Previous Report Recommendations</p> <p>Till Income:</p> <p>Staff training had been undertaken for income recording/reconciliation, resulting in improvements in record keeping in these areas; from the sample testing undertaken, it is pleasing to report that no issues were identified relating to record keeping/income reconciliations.</p> <p>Not all till operators, however, had spot checks undertaken in the previous 12 months as required by the Authority's Financial Procedure Rules.</p> <p>Vending Machines:</p> <p>The emptying of machines is now included on the Duty Supervisor's Calendar, ensuring regular collection of monies. Internal Audit reviewed the records of one vending machine and found them to be satisfactory.</p> <p>Stock:</p> <p>Internal Audit did not undertake a follow-up review of stock control procedures during the 2017/18 audit, due to the agreed action target date not having been met at the time audit work was undertaken. This area will be considered by Internal Audit during the 2018/19 review. The Leisure Centre Manager has since advised Internal Audit that a new management system has been developed to record stock product levels and movements.</p>		

Swimming Lessons:

Internal Audit did not undertake a follow-up review of swimming lesson procedures during the 2017/18 audit, due to the agreed action target date not having been met at the time audit work was undertaken. This area will be considered by Internal Audit during the 2018/19 review.

Bookings:

At the time of the audit, booking procedures were in the process of being revised, with additional controls being introduced. This area will be considered by Internal Audit during the 2018/19 review.

Spot Checks on Facilities:

Sample testing on the record of spot checks undertaken identified no issues.

Inventory:

Internal Audit did not undertake a follow-up review of inventory procedures during the 2017/18 audit, due to the agreed action target date not having been met at the time audit work was undertaken. This area will be considered by Internal Audit during the 2018/19 review.

Petty Cash:

Review of petty cash procedures identified no issues.

Staffing:

Audit testing on a sample of timesheets identified the following issues:

- Some members of staff are submitting timesheets and the authorising officer is a close family member, resulting in a lack of independence.
- Instances where employees were working in excess of 6 hours without taking a break as required by European Legislation.
- Instances of arithmetic errors on timesheets which had been authorised and processed for payment.
- Instances whereby rotas were not always consistent with the overtime / payment claims made. It is acknowledged that rotas alter, however, there is not always a record kept of the alterations made in order that an assurance can be given that claims made are consistent with the hours actually worked by employees.

Internal Audit have since been advised by the Management Team that paper timesheets are no longer in place, with *Resource Link* instead being utilised. Workflows within *Resource Link* will ensure independence. This area will be considered further by Internal Audit during the 2018/19 review.

Expenditure

It is pleasing to note that testing on a sample of transactions identified that expenditure was in compliance with Financial Procedure Rules.

DBS Checks

Testing identified one issue where an employee, whose post required a DBS check, had not received the required check.

Memberships and Direct Debit Scheme

Audit testing on a sample of Leisure Centre Members identified that direct debit payments were appropriately collected, as expected.

Till Income

Please refer to the above point on Till Income.

From the 2016/17 review, two areas of concern remained outstanding at the time of the 2017/18 audit, namely:

- Timesheet issues; and
- Spot checks on tills.

These issues, along with two further issues, reported in the 2017/18 report are detailed in the table on the following page. The relevant officers have agreed the noted actions to address the findings and recommendations. These actions will be followed up by Internal Audit during the forthcoming 2018/19 audit.

	Summary of Issues	Agreed Actions/Comments
	One employee did not have a Disclosure and Barring Service (DBS) check, which their post required.	Liaise with HR to determine what staff require DBS and review staff portfolio to assess any outstanding actions. Review in progress. Actions being undertaken.
2	Audit testing on a sample of swimming instructors identified that none had evidence of having all the relevant 'essential' qualification criteria as set out in the Job Profile on commencement of employment.	This is currently being reviewed across Sport & Leisure to adopt relevant recommendations. Countywide review in progress. Volunteer posts now in place with appropriate documentation and processes. Level 1/Level 2 elements under review.
3	<p>Testing of 20 processed timesheets identified the following issues:</p> <ul style="list-style-type: none"> Some members of staff are submitting timesheets and the authorising officer for them is a close family member, resulting in a lack of independence. Instances where employees were working in excess of 6 hours without taking a break as required by European Legislation. Instances of arithmetic errors on timesheets which had been authorised and processed for payment. Instances whereby rotas were not always consistent with the overtime / payment claims made. It is acknowledged that rotas alter, however, there is not always a record kept of the alterations made in order that an assurance can be given that claims made are consistent with the hours actually worked by employees. 	<p>Timesheets no longer in operation, all submissions via Resource Link. Any family relations is managed via delegated officer (Budget Manager). Resourcelink flow amended to remove spouse's involvement in approval. All other processes being amended to ensure risk removed.</p> <p>Active Facilities Manager will reiterate employment protocol with authorising officers to ensure management of staff working time; 30 minute breaks to be taken where appropriate. Resource Link allows robust regulation of submissions. Reiterated – robust enforcement and monitoring of inclusion of relevant breaks and accuracy of detail submitted on timesheets.</p> <p>Adjustment to rota structure allows easy amendment and recording of changes, these changes are cross referenced against 'clocking-in cards' and verified before authorisation of payments. Revised, robust process being implemented. Reinforcement training occurring to ensure system being applied effectively.</p>
4	Not all till operators, including casual staff, have had spot checks undertaken in the previous 12 months as required by the Authority's Financial Procedure Rules.	Throughout a 12 month period (financial year), scheduled checks will occur on all designated contracted/casual staff who work on rota within the reception area. Detailed monitoring system in place for all contracted and casual staff unannounced cash-ups – in progress this year to ensure all conducted.

PWYLLGOR ARCHWILIO
14 RHAGFYR 2018

CEFNOGI POBL		
Y Pwrpas: I nodi'r gwelliannau yn Cynllun Gweithredu Cefnogi Pobl		
Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen: I gymeradwyo'r gwelliannau a'r amcanion gwaith parhaol		
Y Rhesymau: Cais wrth y Pwyllgor Archwilio yn y cyfarfod ar 6 Ionawr 2017 am adroddiad gwelliant yw cyflwyno bob chwe mis.		
Angen i'r Bwrdd Gweithredol wneud penderfyniad: Amherthnasol Angen i'r Cyngor wneud penderfyniad: Amherthnasol		
YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO: Cyng J Tremlett		
Y Gyfarwyddiaeth: Adran Cymunedau Enw Pennaeth y Gwasanaeth: C Harrison Awdur yr Adroddiad: C Harrison	Swyddi: Pennaeth Adran	Rhifau ffôn: 01267 246217 Cyfeiriadau E-bost: Chris.harrison@pembrokeshire.gov.uk

EXECUTIVE SUMMARY

AUDIT COMMITTEE
14TH DECEMBER 2018

SUPPORTING PEOPLE PROGRAMME GRANT UPDATE

BRIEF SUMMARY OF PURPOSE OF REPORT.

The attached update summarises the work done to date by the Supporting People Team to continue to improve its grant and contract management processes as identified in the Internal Audit of the Supporting People Programme Grant 2016/17.

It is submitted that good progress is being made and will be monitored by the Supporting People Planning Group.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: C Harrison

Head of Strategic Joint Commissioning

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: C Harrison

Head of Strategic Joint Commissioning

1. Scrutiny Committee - NA
2. Local Member(s) - NA
3. Community / Town Council - NA
4. Relevant Partners - NA
5. Staff Side Representatives and other Organisations - NA

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Mae'r dudalen hon yn wag yn fwriadol

Audit Committee – 14th December 2018

Supporting People Programme Grant Update

Introduction

A six monthly update has been requested by the Audit Committee detailing the progress of improvements to the administration of the Supporting People Programme Grant (SPPG) as identified by Internal Audit in their annual reviews.

General Issues affecting SPPG

Since the last update report there have been a number of developments in the proposals for the future of SPPG and other grants that are managed by the local authority that focus on tackling poverty.

On 3rd October 2018, the Cabinet Secretary for Finance at the Welsh Assembly Government announced as part of the Draft Budget proposals for 2019/20, the creation of a Homelessness and Support Grant which brings together the Supporting People Programme Grant, Homelessness Prevention Grant and the Rent Smart Wales Enforcement Grant. It is understood that there will be new Terms and Conditions attached to this Grant that will come into being on the 1st April 2019. This Grant replaces the original proposal that there would be an Early Intervention and Prevention Support Grant that brought together 10 grants.

It has been stated by Welsh Government Officials that they will be considering the recommendations made in the Welsh Assembly Public Accounts Committee report and that changes will be made to the Guidance that is to be published to accompany the new Grant early in 2019.

The above hopefully gives some context to the environment that the Supporting People Team is working in at present and how this seems to be constantly changing.

Updates on issues raised in Internal Audit Reports

The Internal Audit review of the SPPG for 2017/18 was undertaken in July August 2018. It was pleasing to note that the improvements in the grant administration policies and practices made by the Supporting People Team have resulted in an increase in the Post Review Assurance Level to Acceptable. There follows a brief synopsis of the issues identified in the 2017/18 review and an update of the work that has been undertaken to date to remedy these.

1. Monitoring and validation procedures have improved since the previous audit and this has resulted in improved accuracy of the data. Continued improvements should now be made including reminding Partners that their reported outcomes should be properly evidenced.
 - An updated monitoring procedure has now been drafted as per the recommendation. The Supporting People Team will ensure that this is appropriate through consultation with Internal Audit.

2. 9 of the 10 contracts sampled were not signed until after the service commencement date.
 - This has been noted and future contracts will be signed before the commencement of the service.
3. The Audit Certificate requires certification that 'management charges for services are below 10%. From a sample of 10 contracts there was no information regarding management charges for 4 of them.

It is acknowledged that Welsh Government introduced the 10% requirement in 2015 and many contracts are older than this.

- As services are retendered, evidence will be required from bidders that management fees do not exceed 10%.
4. Testing identified incorrect contract values detailed on the Contracts Database.
 - The contract database has now been brought up to date

Procurement of SPPG Services

In response to the specific question that was asked about the procurement of SPPG funded services, it can be confirmed that all SPPG funded services have been procured appropriately and are compliant with the Contract Procedure Rules laid down by Carmarthenshire County Council.

The SPPG Guidance that was issued in June 2013 by Welsh Government states that:

"New services should be subject to normal procurement practice and regulation, but provided that a robust and regular review regime is practised, it would not be anticipated that SP services would be re-tendered on a routine basis and any re-tendering exercises would normally only take place following a service review."

There are a number of internal services, 7, that are subject to Memoranda of Understanding that are signed by both commissioner and service provider. The majority of contracts however, 23, are with external service providers. Some of these cover a number of services.

Some contracts were inherited from Welsh Government in 2013. A number of these services have been retendered since then. In 2016, a procurement exercise was undertaken resulting in services that replaced a number of the previously existing floating support contracts. There remain 8 contracts that were inherited that have not yet been retendered. Exceptions have been sought from the Section 151 and Monitoring Officer to the Contract Procedure Rules to provide these services with contracts to enable services to be evaluated. Evaluations would provide a decision as to whether the services are strategically relevant and should be retained and retendered or decommissioned if they are found no longer to be strategically relevant.

The Supporting People Team has sometimes been frustrated in its attempt to retender support services by the implementation of new strategies. This has meant that procurement activities have had to be paused to ensure compliance with the strategy and that planned services contribute to the achievement of corporate goals.

Each year as a part of the audit certification process required by Welsh Government, Internal Audit undertake random sample testing of SPPG payments following these back to the invoice and ultimately to the contract documentation. During the last 3 years it has been noted that contract compliance has improved in each review report.

Conclusion

It is hoped that in the above report, the progress of the Supporting People Team in improving its administration and management of the SPPG has been evidenced. It is also hoped that the query regarding the procurement and contracting of SPPG funded services has been answered.

The Supporting People Team are continuing to work hard to further improve systems and processes to ensure compliance as the SPPG changes into the Housing Support Grant.

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR ARCHWILIO
14 RHAGFYR 2018**

ADRODDIAD GAN SWYDDFA ARCHWILIO CYMRU YNGLYN Â'R COMISIYNU GWASANAETHAU LLETY I OEDOLION AG ANABLEDDAU DYSGU YN STRATEGOL (MAI 2018)		
Y Pwrpas: I dderbyn diweddariad ar safle'r Awdurdod ynglyn â'r adroddiad uchod.		
Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen: I dderbyn diweddariad ar argymhellion adroddiad a gyflwynwyd i'r Pwyllgor Archwilio ym mis Gorffennaf 2018.		
Y Rhesymau: I sicrhau fod y Pwyllgor Archwilio yn gwybodus am Strategaeth Gomisiynu a chynllun yr Awdurdod ynglyn â gwasanaethau llety i oedolion ag anableddau dysgu.		
Y Pwyllgor Craffu sydd iw ymgynghori: Bydd y Pwyllgor Craffu Iechyd a Gofal Cymdeithasol yn monitro ac adolygu'r Strategaeth Gomisiynu a cynllun llety i oedolion ag anableddau dysgu.		
Angen i'r Bwrdd Gweithredol wneud penderfyniad: Amherthnasol Angen i'r Cyngor wneud penderfyniad: Amherthnasol		
YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO: Cyng J Tremlett		
Y Gyfarwyddiaeth: Adran Cymunedau Enw Pennaeth y Gwasanaeth: Avril Bracey Awdur yr Adroddiad: Avril Bracey	Swyddi: Pennaeth Adran	Rhif ffôn: 01267 242492 Cyfeiriad E-bost: Abracey@carmartheshhire.gov.uk

EXECUTIVE SUMMARY

**AUDIT COMMITTEE
14TH DECEMBER 2018**

**WAO REPORT CONCERNING STRATEGIC COMMISSIONING
OF ACCOMMODATION SERVICES FOR ADULTS WITH
LEARNING DISABILITIES (MAY 2018)**

In July 2018 the Audit Committee received for consideration a WAO report concerning the strategic commissioning of accommodation services for adults with a learning disability. The report concluded that:

- The approach to commissioning accommodation for people with a Learning Disability is potentially unsustainable
- LA's generally do not have effective arrangements to commission accommodation services for people with a Learning Disability.
- Ineffective evaluation of outcomes for Learning Disability services means LA's are not always able to demonstrate the positive impact of their accommodation choices.

A verbal update was provided regarding the authority's plans to develop accommodation services for adults with learning disability in Carmarthenshire. The Committee agreed that it would be beneficial to have an update on these developments at a future audit meeting. The following is an initial summary of Carmarthenshire's position in response to the WAO report.

Work began during 2017 with the social work teams to identify those individuals with accommodation needs over the next three to five years. As part of the implementation of the Social Service and Wellbeing (Wales) Act, the West Wales Care Partnership (WWCP) led the development of a Market Position Statement and Area Plan which informed the development of a commissioning strategy for adults with a learning disability in Carmarthenshire. This strategy which confirms our strategic commissioning intentions is subject to final consultation and will be published in the spring of 2019.

The WWCP also this year commissioned the Housing LIN to undertake an assessment of the housing and accommodation needs of people with a Learning Disability for the next 10-20 years on a regional footprint. A Housing Need predictor Tool was used to forecast accommodation need at a local and regional level. This quantitative evidence base is to be used as one source of evidence for future planning alongside other sources of data such as qualitative research with people with a Learning Disability and their Carers. Whilst this document will not be available in the spring of 2019 in relation to Carmarthenshire we have emerging themes which are informing our strategic and commissioning priorities such as:

- The majority of adults with a Learning Disability are living at home with family/carers.
- There is an over reliance on residential care
- There is a lack of alternatives to residential care, particularly in rural areas
- Limited home ownership/tenancies
- Limited options for those with complex needs.

We will be using the data from this document to develop a sustainable accommodation plan for adults with a Learning Disability in Carmarthenshire and extending this work to Mental Health.

In the meantime we are collaborating with colleagues in health and housing to progress a number of accommodation projects such as:

- Utilisation of Carmarthenshire's council housing stock
-  **EICH CYNGOR arleinandani**
YOUR COUNCIL doitonline
www.carmarthenshire.gov.wales

- Stepping down individuals from residential care to supported living
- Working with Registered Social landlords to develop housing options.
- Utilisation of the Integrated Care (Capital) Fund to develop bespoke housing projects locally and regionally.
- Enhancement of the Shared Lives scheme.

In conclusion, reducing the numbers of people in residential care and Commissioning a range of accommodation options to improve outcomes for individuals is a priority for the mental health/learning disabilities division.

As some of the detailed documents referred to in this report are not currently available, the Audit Committee may wish to receive a further update at the next meeting.

DETAILED REPORT ATTACHED?	NO
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:

Avril Bracey - Head of Service, Mental Health, Learning Disabilities and Safeguarding

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:

Avril Bracey - Head of Service, Mental Health, Learning Disabilities and Safeguarding

1. Scrutiny Committee: The Health and Social Care Scrutiny Committee will be reviewing and monitoring the Commissioning strategy and accommodation plan for adults with a learning disability.

2. Local Member(s) Not Applicable

3. Community / Town Council Not Applicable

4. Relevant Partners Not Applicable

5. Staff Side Representatives and other Organisations Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

WAO Report on accommodation for adults with a Learning Disability May 2018

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR ARCHWILIO

14 RHAGFYR 2018

CYNNYDD O RAN ARGYMHELLION YR
ADRODDIAD RHEOLEIDDIO**Pwrrpas**

Amlinellu'r cynnydd o ran argymhellion yr adroddiad rheoleiddio

Yr argymhellion/penderfyniadau allweddol sydd eu hangen

Derbyn yr adroddiad.

Y rhesymau:

Gofynnwyd am yr adroddiad hwn yng nghyfarfod y Pwyllgor Archwilio ar 13 Gorffennaf 2018.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad:

Amh.

Cyfarwyddiaethau:Y Prif Weithredwr / Gwasanaethau
Corfforaethol**Enwau'r Penaethiaid****Gwasanaeth:**

Wendy Walters

Helen Pugh

Awdur yr adroddiad:

Robert James

Swyddi:

Cyfarwyddwr Adfywio a Pholisi

Pennaeth Refeniw a
Chydymffurfiaeth Ariannol

Swyddog Cynllunio Perfformiad

Rhifau ffôn / cyfeiriadau e-bost:01267 224112
wswalters@sirgar.gov.uk01267 246223
HLPugh@sirgar.gov.uk01267 224486
RNJames@sirgar.gov.uk

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

PROGRESS ON REGULATORY REPORT RECOMMENDATIONS

Introduction

1. The Council maintains a log of regulatory report recommendations and proposals for improvement.
2. These reports recommendations are addressed in Service Business Plans and Improvement Plans.
3. In a WAO national report on Annual Planning and Reporting in Wales, Carmarthenshire was recognised as a notable exception within Wales for drawing on a wide range of evidence including inspection reports. Sept 2013
4. Recently the Council has added these report recommendations to its Performance Information Monitoring System (PIMS).
5. There are two main types of report
 - National reports. Sometimes recommendations made in these reports will not apply to Carmarthenshire e.g. the best practice being recommended may already be established practice.
 - Local reports
6. This report covers the reports listed in the recent Wales Audit Office Annual Improvement Report on Carmarthenshire County Council, July 2018. This was received by Audit Committee in its 28th September 2018 meeting.
7. Some regulatory report recommendations are extremely long and detailed. These have been summarised for the purposes of this report. The original full recommendations can be viewed in the original reports. Links to these are provided at the end of this cover sheet.
8. In a recent Wales Audit Office report on Audit Committee Effectiveness. July 2018, there was a Proposal for Improvement that we should strengthen arrangements for tracking actions taken to address recommendations in regulatory reports.

**DETAILED REPORT
ATTACHED?**

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy S Walters, Director of Regeneration & Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The Wales Audit Office recent review of *Audit Committee Effectiveness* (July 2018) identifies the core functions of the Audit Committee, one of which concerns monitoring... [Link](#)

The report makes 5 Proposals for Improvement one of which concerns tracking progress:-

P3: Ensure that all Audit Committee members have access to full versions of all internal audit and external regulatory and audit reports, and strengthen arrangements for tracking actions taken to address the recommendations they include.

2. Legal

In our published Well-being Statement we are committed to monitor our Well-being Objective action plans.

Regarding monitoring Regulatory reports:-

The Local Government Act (Wales) – Statutory Guidance Paragraph 9.19 – Re: Audit Committees
The Audit Committee should also receive the reports from external auditors and follow up their recommendations for the year. The Local Government Act (Wales) 2011

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy S Walters, Director of Regeneration & Policy

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

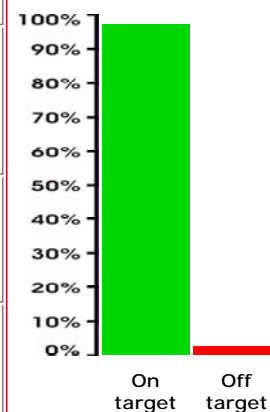
Title of Document	File Ref No.	Locations that the papers are available for public inspection
Sept 2013 report on Local Improvement Planning and Reporting in Wales		
Audit Committee Effectiveness- Carmarthenshire County Council- July 2018.		Link
The Local Government Act (Wales) 2011		The Local Government Act (Wales) 2011 Statutory Guidance Chapter 9
Regulatory Recommendations Log		Wales Audit Office website Care Inspectorate Wales (CSSIW) website

Mae'r dudalen hon yn wag yn fwriadol

Regulatory Recommendations Report at Half Year 2018/19

		Total	On target	Off target	Not reported	Not available	Annual / Not started	% on target	Overall % on target
WAO: Scrutiny: Fit for the Future? Review (June 2018)	Actions	6	6	0	0	N/A	0	100%	100%
WAO: Audit Committee Effectiveness (July 2018)	Actions	5	5	0	0	N/A	0	100%	100%
WAO: Evaluation of the Council's review of people performance management 2017 (April 2018)	Actions	10	10	0	0	N/A	0	100%	100%
WAO/NAT: Savings Planning (March 2017)	Actions	5	5	0	0	N/A	0	100%	100%
WAO/NAT: Public Procurement in Wales (Oct 2017)	Actions	1	1	0	0	N/A	0	100%	100%
WAO/NAT: Good Governance When determining Significant Service Changes (March 2017)	Actions	3	3	0	0	N/A	0	100%	100%
WAO/NAT: Financial resilience of local authorities in Wales 2015-16 (Aug 2016)	Actions	9	9	0	0	N/A	0	100%	100%
WAO/NAT: How Local Government Manages Demand - Homelessness (Jan 2018)	Actions	8	8	0	0	N/A	0	100%	100%
WAO/NAT: Housing Adaptations (Feb 2018)	Actions	8	8	0	0	N/A	0	100%	100%
WAO/NAT: Speak my language: Overcoming language & communication barriers in public services (April 2018)	Actions	1	1	0	0	N/A	0	100%	100%
WAO/NAT: Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities	Actions	6	5	1	0	N/A	0	83%	83%
CSSIW - National Review of Domiciliary Care in Wales CCC (Sept 2016)	Actions	10	9	1	0	N/A	0	90%	90%
CSSIW - Inspection of Children's Services CCC (Aug 2016)	Actions	6	6	0	0	N/A	0	100%	100%
Overall Performance	Actions and Measures	78	76	2	0	0	0	97%	


Performance against Target




The table below provides a breakdown by organisational structure

			Total	On target	Off target	Not reported	Not available	Annual / Not started	% on target	Overall % on target
Chief Executives	Administration and Law	Actions	7	7	0	0	N/A	0	100%	100%
	People Management	Actions	9	9	0	0	N/A	0	100%	100%
	Regeneration & Policy	Actions	4	4	0	0	N/A	0	100%	100%
Communities	Homes & Safer Communities	Actions	16	16	0	0	N/A	0	100%	100%
	Integrated Services	Actions	11	9	2	0	N/A	0	82%	82%
	Mental Health & Learning Disability	Actions	5	5	0	0	N/A	0	100%	100%
Corporate Services	Financial Services	Actions	10	10	0	0	N/A	0	100%	100%
	Revenue & Financial Compliance	Actions	7	7	0	0	N/A	0	100%	100%
Education & Children	Children's Services	Actions	6	6	0	0	N/A	0	100%	100%
Overall Performance		Actions and Measures	75	73	2	0	0	0	97%	

OFF TARGET

Objective: CSSIW - National Review of Domiciliary Care in Wales CCC (Sept 2016)			
Outcome: Not defined			
Action	13657	Target date	31/12/2018 (original target 31/01/2017)
Action promised	The Council should ensure that training on the new domiciliary care framework is provided to staff working within the emergency duty service to ensure that they can respond appropriately to any enquires received out of office hours.		
Comment	1. New IAA / Care line being piloted 2. Discussions to be held with the Out of Hours (OOH) Manager regarding Workshops for all staff. Contact has been made with the new OOH Manager.		
Remedial Action	Further discussions to be held once changes are fully implemented.		
Service Head: Chris Harrison		Performance status: Off target	

Objective: WAO/NAT:Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities			
Outcome: Not defined			
Action	13724	Target date	31/12/2018 (original target 31/03/2019)
Action promised	Welsh Government requires local authorities to develop integrated commissioning options with Local Health Board services. The aim is to provide a joined-up and cost-effective approach to the commissioning of services but our review-highlighted weaknesses in current arrangements		
Comment	A Regional Integrated Commissioning and Preventions Board has been established; programme of work has been developed. Key priority areas include: Learning disability, Dementia, Workforce Development, Intermediate Care Fund, Carers and Pooled Budgets.		
Remedial Action	Implement Carmarthenshire Learning Disability Commissioning Strategy.		
Service Head: Chris Harrison		Performance status: Off target	

ON TARGET

Objective: CSSIW - Inspection of Children's Services CCC (Aug 2016)

Outcome: Not defined

Action	13661	Target date	31/03/2018
Action promised	Multi-agency arrangements should be established to strengthen operational plans to support effective co-ordination of statutory partner's completion of Joint Assessment Frameworks.		
Comment	<p>Our Action Plan Response: We have extended the Team Around the Family (TAF) approach across the county for 0-25 year olds, clarifying thresholds to help inform families and other agencies to ensure they are able to access the right help at the right time.</p> <p>PROGRESS UPDATE: We have continued to implement the TAF (and JAFF) model across Carmarthenshire with training provided for staff and partner agencies. Processes and paperwork has been streamlined in consultation with partners. The TAF team began the process of upskilling keyworkers with regard to JAFF assessments in order to promote systemic practice and evidence based interventions and supported them via training and practice sharing workshops. TAF has built new links with agencies outside the Family First projects especially in the housing sector; gaining a fourth coordinator via supporting people funding to specialise in housing support.</p>		
Service Head: Stefan Smith		Performance status: On target	
Action	13662	Target date	31/03/2018
Action promised	The local authority should establish effective systems to ensure that thresholds for access to statutory services are understood and consistently applied by staff and partners.		
Comment	<p>Our Action Plan Response: We will develop a thresholds document to clarify thresholds to help inform families and other agencies to ensure they are able to access the right help at the right time.</p> <p>PROGRESS UPDATE: The eligibility document regarding thresholds has been implemented across our region to support consistency of thresholds between preventative and statutory services. In Carmarthenshire threshold meetings take place on a quarterly basis to ensure thresholds are consistent when accepting referrals. We have also undertaken work with the Children's Disability Team and the Transition Team so that all new referrals will be going through the Central Referral Team to further streamline the process and ensure consistency for all children and young people being referred to the department.</p>		
Service Head: Stefan Smith		Performance status: On target	
Action	13663	Target date	31/03/2018
Action promised	The consistency and quality of social work and risk analysis contained in assessments and plans must be improved.		
Comment	<p>Our Action Plan Response: Increase in management oversight and challenge of Assessments and Care and Support plans to ensure they reflect the underpinning principles of the Social Services and Well-being Act (SSWBA).</p> <p>PROGRESS UPDATE: Additional training on the National Outcomes Framework has taken place to assist managers' oversight and challenge, as well as specific training provided for social workers on the completion of assessments in order to improve consistency and quality and risk analysis in assessments and plans</p>		
Service Head: Stefan Smith		Performance status: On target	
Action	13664	Target date	31/03/2018
Action promised	The quality of management oversight of assessment and planning should be strengthened.		
Comment	<p>Our Action Plan Response: Increase in management oversight and challenge of Assessments and Care and Support plans to ensure they reflect the underpinning principles of the Social Services and Well-being Act (SSWBA).</p> <p>PROGRESS UPDATE: Monthly audits are carried out by senior managers and feedback provided to staff about strengths and areas for improvement in assessments. Workshops have provided further opportunities to explore ways of improving the quality of assessments. Arrangement is in place for one of the Signs of Safety trainers in the department to spend time in the assessment teams to increase capacity to undertake family network meetings as these can make a positive contribution to an assessment and shaping a care and support plan for a child. Work is also underway to increase the use of appreciative enquiry in the assessment teams, which should also improve the quality of assessments and is in line with the principles in SSWBA of collaboration and being person-centred.</p>		
Service Head: Stefan Smith		Performance status: On target	
Action	13665	Target date	31/03/2018
Action promised	Strong political and corporate support for children's services must continue to ensure service improvements underway are prioritised and the pace of improvement sustained.		
Comment	<p>Our Action Plan Response: We will review, in light of new guidance, the role of schools, councillors, and partners in view of their corporate parenting role</p> <p>PROGRESS UPDATE: Membership of the corporate parenting panel has been widened and training has been delivered to Councillors and other professionals to ensure everyone is equipped and better able to meet their corporate parenting responsibilities and to ensure improvements are prioritised and sustained. The terms of reference of the MALAC (multi-agency looked after children care</p>		

management group) has been reviewed to focus on outcomes. The corporate parenting team are contributing to a range of in-service training events for schools. Following consultation, recommendations will be embedded in the corporate parenting strategy 2018-2021 which will be formulated this year.			
Service Head: Stefan Smith		Performance status: On target	
Action	13666	Target date	31/03/2018
Action promised	The local authority and partners should continue to work together to develop an integrated approach to delivering information, advice and assistance, preventive services and statutory provision to achieve greater continuity and reduce duplication for children and families accessing these services.		
Comment	<p>Our Action Plan Response: We will continue to develop and implement how Children`s Services provide information, advice and assistance (IAA) to support families, ensuring information is available and easily accessible, and linking with the Dewis system</p> <p>PROGRESS UPDATE: We have been reviewing how we provide Information, Advice and Assistance and access to our services as part of the Mid & West Wales Collaborative children's services programme board, and following a review by Institute of Public Care (IPC) a regional action plan is in place for implementation. The new Family Information Service website went 'live' on 31st March and continue to link with the Dewis system. We are continuing to roll out our 'partnership working with schools' initiative to further promote and publicise the Family Information Service (FIS) to families and professionals throughout the county. Alongside this we are continuing to work in partnership with Flying Start, Families First, job centres and other community groups in order to improve co-ordination of information and reduce duplication, and are currently developing an improved social media presence</p> <p>All Central Referral Team staff successfully completed NVQ's in relation to providing Information, Advice and Assistance.</p>		
Service Head: Stefan Smith		Performance status: On target	

Objective: CSSIW - National Review of Domiciliary Care in Wales CCC (Sept 2016)			
Outcome: Not defined			
Action	13651	Target date	31/12/2016
Action promised	The Council in reviewing the implementation of the new framework has to satisfy itself that providers are delivering on the expectations in place and that people are receiving consistency in the quality of the service, irrespective of which agency is providing the service and the geographical area.		
Comment	<p>Our Action Plan Response: Planned Audit of all contracted Domiciliary Care providers during 2016. For the purpose of this audit, we will focus on the commissioning principles that are set out in the Framework Agreement for Domiciliary Care.</p> <p>THIS HAS BEEN UNDERTAKEN</p>		
Service Head: Neil Edwards		Performance status: On target	
Action	13652	Target date	31/12/2016
Action promised	The Council will need to ensure that any potential future partnership arrangements in joint commissioning, whilst having potential benefits does not weaken or dilute current commissioning arrangements in the council. The Council will need be confident that any collaborative work will strengthen their commissioning arrangements & improve on outcomes		
Comment	The current joint commissioning arrangements are being formalised and a memorandum of understanding is being developed to capture these arrangements. This will include joint governance which will provide assurances relating to the collaborative arrangements.		
Service Head: Chris Harrison		Performance status: On target	
Action	13653	Target date	30/09/2016
Action promised	The Council should consider re-establishing the domiciliary care provider forum, in order to provide a forum for discussion and engagement; this would be welcomed by providers.		
Comment	<p>Our Action Plan Response: 1. Thematic provider days to be arranged 3 x year 2. Domiciliary Care strategic working group established</p> <p>BOTH ACTIONS HAVE BEEN UNDERTAKEN</p>		
Service Head: Neil Edwards		Performance status: On target	
Action	13654	Target date	31/12/2016
Action promised	The Council's capacity in its contract monitoring function should be reviewed. Current staffing capacity does not appear to support the necessary support, monitoring and evaluation required by the new framework.		
Comment	<p>Our Action Plan Response: Currently under review. Business Plan to provide clarity on proposed structure that will ensure adequate capacity within the contract monitoring team.</p> <p>UNDERTAKEN: Additional contract monitoring capacity has been achieved</p>		
Service Head: Neil Edwards		Performance status: On target	
Action	13655	Target date	01/01/2019 (original target 31/12/2016)
Action promised	The establishment of an effective electronic database to support the operations of the commissioning function of the Council, this will ensure that appropriate records are maintained and are accessible by all relevant staff. This would enable a more effective and timely performance evaluation of individual service providers.		
Comment	Discussions being held on a regional basis, this is to ensure that a consistent and cost effective approach is taken to establish a commissioning system that will meet the needs of the business.		
Service Head: Chris Harrison		Performance status: On target	
Action	13656	Target date	30/09/2016
Action promised	A review of the information offered to providers about service users at the Brokerage stage should be reviewed to ensure that this gives sufficient information to enable an informed decision can be made about the provision of the service.		
Comment	<p>Our Action Plan Response: New Assessment care and support plan template introduced which has more detail. Brokerage process has also been reviewed; Brokers are sending relevant information from new care plan to all providers. Positive feedback from providers.</p> <p>PROGRESS UPDATE: This has been undertaken</p>		
Service Head: Neil Edwards		Performance status: On target	
Action	13658	Target date	31/01/2017
Action promised	Further training is provided for providers and staff on the new commissioning framework, as there remains some areas that requires further clarity, specifically roles and responsibilities within the care planning process.		
Comment	<p>Our Action Plan Response: CCC will be introducing one template / format for service delivery plans. Discussion and workshop held in the Provider day on 8th April 2016 Further Workshop to be held with provider managers on 27th June 2016</p>		

	PROGRESS: UNDERTAKEN		
Service Head:	Neil Edwards	Performance status: On target	
Action	13659	Target date	31/10/2016
Action promised	The Council should consider how it continues to support care management staff.		
Comment	Our Action Plan Response: Workshops arranged for all Care Management staff across the 3 localities PROGRESS: UNDERTAKEN		
Service Head:	Neil Edwards	Performance status: On target	
Action	13660	Target date	31/10/2016
Action promised	Care management staff need to ensure that a clear dialogue is established at an early stage with service users and service providers, in order that a clear and realistic understanding regarding service delivery is agreed.		
Comment	Our Action Plan Response: Workshops arranged for all Care Management staff across the 3 localities PROGRESS: UNDERTAKEN		
Service Head:	Neil Edwards	Performance status: On target	

Objective: WAO/NAT:Financial resilience of local authorities in Wales 2015-16 (Aug 2016)			
Outcome: Not defined			
Action	13696	Target date	31/08/2016
Action promised	Local authorities should strengthen their financial-planning arrangements by: developing more explicit links between the Medium Term Financial Plan (MTFP) and its corporate priorities and service plans		
Comment	ALREADY ADDRESSED WITHIN LOCAL WAO REPORT		
Service Head: Wendy S Walters		Performance status: On target	
Action	13697	Target date	31/08/2016
Action promised	Local authorities should strengthen their financial-planning arrangements by: aligning other key strategies such as workforce and asset management plans with the MTFP		
Comment	The Corporate Asset Management Plan (2016 -2019) was fully revised and subsequently adopted by Executive Board. It highlights the Council's property related investment objectives drawn from asset management plans produced by services. These service plans highlight the options available to deal with property requirements and form part of the process of determining priorities for financial planning purposes through capital investment and grant bids. The Strategic Asset Management Unit supports services with their ongoing responsibility to review key property requirements and associated financial impacts.		
Service Head: Wendy S Walters		Performance status: On target	
Action	13698	Target date	31/08/2016
Action promised	Local authorities should strengthen their financial-planning arrangements by: developing comprehensive multi-year fully-costed savings plans which underpin and cover the period of the MTFP, not just the forthcoming annual budget		
Comment	Our Action Plan Response: 3 year savings proposals already prepared UPDATE PROGRESS: This has been undertaken		
Service Head: Randal Hemingway		Performance status: On target	
Action	13699	Target date	31/08/2016
Action promised	Local authorities should strengthen their financial-planning arrangements by: categorise savings proposals so that the shift from traditional type savings to transformational savings can be monitored over the period of the MTFP		
Comment	Our Action Plan Response: Savings proposals already categorised between 'managerial' and 'policy' PROGRESS UPDATE: This has been undertaken		
Service Head: Randal Hemingway		Performance status: On target	
Action	13700	Target date	31/12/2017
Action promised	Local authorities should strengthen their financial-planning arrangements by: ensuring timescales for the delivery of specific savings proposals are realistic and accountability for delivery is properly assigned		
Comment	this is embedded in current working practice and considered complete. Budget holders are accountable and delivery timescales are realistic		
Service Head: Randal Hemingway		Performance status: On target	
Action	13701	Target date	31/03/2017
Action promised	Local authorities should develop corporate Income Generation and Charging Policies		
Comment	Approved by Executive Board on 27th March 2017		
Service Head: Chris Moore		Performance status: On target	
Action	13702	Target date	30/09/2017
Action promised	Local authorities should ensure that they have a comprehensive reserves strategy which outlines the specific purpose of accumulated useable reserves and the impact and use of these in the MTFP		
Comment	Our Action Plan Response: The use of Reserves was contained in the MTFP approved by Council on the 22nd February 2017. The developed reserves strategy will be updated to reflect the actual position as at 31st March 2017, and presented to the new Council after the elections. PROGRESS UPDATE: The MTFP has a clear criteria on the use of reserves which is adhered to. The creation of useable reserves is directed by the S151 officer and is subject to the approval of the Audit Committee, evidencing strong governance and accountability.		
Service Head: Randal Hemingway		Performance status: On target	
Action	13703	Target date	31/08/2016
Action promised	Local authorities should develop Key Performance Indicators to monitor the MTFP		

Comment	Detailed monitoring of the MTFP already undertaken		
Service Head:	Randal Hemingway	Performance status:	On target
Action	13704	Target date	31/03/2018
Action promised	Local authorities should ensure that savings plans are sufficiently detailed to ensure that members are clear as to what the plans are intended to deliver and that the delivery of those plans can be scrutinised appropriately throughout the year		
Comment	this is embedded in business as usual and considered complete		
Service Head:	Randal Hemingway	Performance status:	On target

Objective: WAO/NAT: Good Governance When determining Significant Service Changes (March 2017)
Outcome: Not defined

Action	13693	Target date	31/03/2017
Action promised	Scrutiny Committees consider taking better advantage of opportunities to challenge service change proposals and decisions.		
Comment	<ul style="list-style-type: none"> - summary proposals are included for consultation - new proposals are transparent - member seminars included "proposal on a page" - scrutiny committees are scheduled after seminars to allow formal scrutiny following member seminars 		
Service Head: Randal Hemingway		Performance status: On target	
Action	13694	Target date	31/03/2018
Action promised	Officers work with councillors to identify the level of information councillors want to see on options for service change, to enhance transparency in the decision making process		
Comment	The November and December 2018 Budget Seminars will be in a revised format for Members. Draft Budgets will be accompanied by Departmental Business Plans in the December / January PERIOD.		
Service Head: Randal Hemingway		Performance status: On target	
Action	13695	Target date	31/12/2017
Action promised	The Council reviews the terms of reference of both the Corporate Governance Group and the Corporate Review Working Group in order to clarify their respective responsibilities for assessing and reviewing governance arrangements		
Comment	<p>The Corporate Governance Group and the Corporate Review Working Group are separate entities: -</p> <ul style="list-style-type: none"> • the former being officer led addressing governance issues and the Annual Governance Statement • the latter addresses constitutional issues at member level and is therefore cross party <p>Nevertheless we will revisit the groups terms of reference to satisfy ourselves that the different purposes are made clear. purposes are made clear. The groups terms of reference continue to be clear and to satisfy ourselves that the different purposes remain so, we will assess and review the governance arrangements of both Groups when necessary.</p>		
Service Head: Linda Rees Jones		Performance status: On target	

Objective: WAO/NAT:Housing Adaptations (Feb 2018)			
Outcome: Not defined			
Action	13713	Target date	31/03/2018
Action promised	We recommend LAs work with partner agencies (health bodies, housing associations & Care & Repair) to strengthen their strategic focus for the provision of adaptations by: i) setting appropriate strategic objectives; ii) improving quality of information on the demand for adaptations; iii) linking system for managing & delivering adaptations		
Comment	We have strong strategic links with Health, RSLs and Care and Repair with shared outcomes and performance measures. Our strategic links are established through Carmarthenshire Care and Repair Board of Management and our RSL Liaison Group. Senior Local Authority, Health and Local Members are represented. Care and Repair are co-located with our Advice Tenancy Support Team and assist the local authority to deliver home improvement and adaptation services. We operate an established adapted property register which applies across tenure.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13714	Target date	31/03/2018
Action promised	We recommend delivery organisations provide information on housing adaptations in both Welsh & English, & accessible formats including braille, large fonts, audio versions & other languages. Information should be promoted widely via a range of media including social media, websites & published information, & also through key partners		
Comment	We have undertaken a review of our adaptation services internally. Service users indicated they wanted to speak to a relevant advisors directly and requested face to face contact as opposed to sending application forms and other information. Our advisors now advise applicants via the telephone and via a visit. We have relevant information in Welsh and English and other languages etc upon request.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13715	Target date	31/03/2018
Action promised	We recommend that delivery organisations streamline applications by creating single comprehensive application forms covering all organisations within a local- authority area that are available via partners and online.		
Comment	We have established that our Advice and Tenancy Support Team are the point of contact for the advice on adaptation services regardless of tenure. The provision of council and private sector homes are delivered by that team. (RSLs apply to Welsh Government for tenants who require adaptations) Applications are made via direct contact with the team as opposed to sending out application forms which can lead to delays in delivery.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13716	Target date	31/03/2018
Action promised	We recommend that: i) WG reviews whether LAs should continue to use the means test for DFGs ii) LAs provide/use home improvement agency services to support iii) disabled & older people to progress DFG applications efficiently iv) delivery organisations work with planning v) delivery organisations use Trusted Assessors vi) WG streamlines PAGs		
Comment	i) Means testing currently forms part of primary legislation and national guidance this would require action from Welsh Government. Removal of the means test would pressure on existing local authority budgets. ii) Agency services support applicants manage the delivery of required improvements. iii) Care and Repair support this function with our own Home Improvement Team who form part of Advice and Tenancy Support. iv) Appropriate protocols are in place within the authority. v) Appropriate staff within our Home Improvement Team have undertaken Trusted Assessor Training. vi) Physical Adaptation Grants apply to RSLs and their tenant's .Welsh Government currently administer these.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13717	Target date	31/03/2018
Action promised	We recommend delivery organisations: i) introduce formal systems for accrediting contractors to undertake adaptations; ii) use framework agreements and partnered contracts to deliver adaptations; iii) address weaknesses in the contracting of adaptations, iv) develop effective systems v) providing formal feedback		
Comment	Carmarthenshire already have a Registered Builders Scheme for contractors who undertake work on Disabled Facilities Grants. The purpose of the list is too assist clients in selecting an appropriate contractor. For adaptations on our own stock we are currently involved with colleagues within Property Services in finalising a new framework agreement.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13718	Target date	31/03/2018
Action promised	We recommend that local authorities work with partner agencies (health bodies, housing associations and Care and Repair) to develop and improve joint working to maximise both take-up and the benefits of adaptations in supporting independence by pooling of resources, co-locating staff and creating integrated delivery teams.		
Comment	Our strategic links are established through Carmarthenshire Care and Repair Board of Management and our RSL Liaison Group. Senior Local Authority, Health and Local Members are represented. Care and Repair are co-located with our Advice Tenancy Support Team and assist the local authority to deliver home improvement and adaptation services.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13719	Target date	31/03/2018

Action promised	To enhance take-up and usage of adaptations with health bodies we recommend that delivery organisations jointly agree and publish joint service standards for delivery of adaptations within each local-authority area		
Comment	The Service Standards on Housing Adaptations have been agreed by the national Housing Adaptations Steering Group and is currently out for consultation. The launch of the consultation took place at the Care and Repair Cymru Annual conference on 26 September 2018 and will run for a 12 week period, closing on 19 December.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13720	Target date	31/03/2018
Action promised	To effectively manage performance and be able to judge the impact of adaptations, we recommend that the Welsh Government and delivery organisations: set appropriate measures to judge both the effectiveness and efficiency of the different systems for delivering adaptations and the impact on wellbeing and independence of those who receive adaptations		
Comment	There is an existing national performance indicator relating to the delivery of Disabled Facilities Grants where Carmarthenshire were placed in the top quartile last year. We have established local performance measures which are reported as part of our Departmental performance framework Officers of the authority are working with Welsh Government as part of a national working group to review performance and delivery nationally.		
Service Head: Jonathan Morgan		Performance status: On target	

Objective: WAO/NAT:How Local Government Manages Demand - Homelessness (Jan 2018)			
Outcome: Not defined			
Action	13705	Target date	31/03/2018
Action promised	We recommend that local authorities: i) ensure their staff are sufficiently skilled to deal with the new demands of mediating, problem solving, negotiating and influencing with homeless people; and ii) review and reconfigure their services to engage more effectively with homeless and potentially homeless people to prevent homelessness		
Comment	i) Our Housing Advice Team undertook a programme of training as a result of the introduction of the new Housing (Wales) Act in 2015/16. This included improving skills and knowledge involving mediating, problem solving, negotiating etc. This remains a feature of ongoing training and development. ii) Our Housing Advice Team was reshaped after undertaking a "Vanguard" style review of this service area. We have a team of specialist housing advisors who are able to support and advise those people who are homeless or threatened with homelessness.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13706	Target date	31/03/2018
Action promised	We recommend that local authorities review their funding of homelessness services to ensure that they can continue to provide the widest possible preventative approach needed. Reviews should consider use of Supporting People as well as General Council fund monies to support delivery of the authority's homelessness duties		
Comment	Welsh Government recognised that local authorities would need to build capacity within homelessness services to enable local authorities across Wales to deal with new responsibilities. As result they provided transitional funding. As part of our restructuring of the Housing Advice Service we employed additional specialist staff. These new posts are now funded via General Council Fund. The team have access to financial resources which is used support potential homeless households find accommodation in the private rented sector. This funding is used to provide bonds and rent in advance which otherwise they may not afford. We continue to review our services and have further proposals to support new and train tenants by setting up new pre-tenancy team. The aim of the team ensure tenants are adequately equipped to maintain their tenancy reduce the number of eviction and reduce rent arrears.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13707	Target date	31/03/2018
Action promised	We recommend that LAs: i) design services to ensure there is early contact with service users; ii) • use 'triage' approaches to identify and filter individuals seeking help to determine the most appropriate response to address their needs; and iii) test the effectiveness of first point of contact services to ensure they are fit for purpose		
Comment	Wales Audit Office visited the Housing Advice Team as part of their review and have highlighted our approach in their report as good practice. i) The Housing Advice Team was restructured to ensure the housing advice we offer is readily accessible. We have put more resources at the points of contact we have with service users. ii) We already employ a triage approach where all service users receive advice at the point of contact. Further case work is then undertaken by specialists employed with in the team or partners if required. iii) We monitor our ability to manage demand at the point of contact. We regularly re-contact service users to establish if their housing issue has been resolved. In addition their views of the services they have received are sought about the services they have received.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13708	Target date	31/03/2018
Action promised	We recommend that local authorities publish service standards that clearly set out what their responsibilities are and how they will provide services to ensure people know what they are entitled to receive and what they must do for themselves.		
Comment	When we reshaped our Housing Advice Service we asked a range of service users exactly what mattered to them in terms of the service they received. From the feedback we developed a new purpose and value steps. We are developing a new Homelessness Strategy As part of that process we will be undertaking a significant service user engagement exercise. We will use the feedback to review our service standards.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13709	Target date	31/03/2018
Action promised	To improve current performance we recommend LAs make better use of their websites to help manage demand by: i) testing usability & effectiveness of current website info. ii) increasing & improving range, quality & coverage of web based info. making better use of online applications; & iii) linking more effectively to info from specialist providers		
Comment	The national Housing Adaptations Steering Group has set up a subgroup to look at how delivery organisations publicise the different forms of advice and assistance each organisation offer. The subgroup are to report back to the Steering Group.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13710	Target date	31/03/2018
Action promised	We recommend that local authorities set out and agree their expectations of partners identifying how they will work together to alleviate homelessness. The agreement should be reviewed regularly and all partners' performance reviewed to identify areas for improvement.		

Comment	<p>We have a common housing choice register with our Housing Association Partners. Our Allocation Policy and procedures was developed with them last year.</p> <p>We have well established service level agreements with key partners (Care and Repair, Walich and Shelter) to assist us in tackling key issues affecting homelessness. Partners are co-located with our Housing Advice Team which improves communication and operational effectiveness.</p>		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13711	Target date	31/03/2018
Action promised	We recommend that local authorities address weaknesses in their equalities monitoring, and ensure that their homelessness service accurately records and evaluates appropriate data to demonstrate equality of access for all service users that the local authority has a duty towards		
Comment	We record a range of information relating equalities on all new enquiries and applications and review this data as part of our approach to improving services.		
Service Head: Jonathan Morgan		Performance status: On target	
Action	13712	Target date	31/03/2018
Action promised	We recommend that local authorities use the checklist set out in Appendix 10 to undertake a self-assessment on services, to help identify options to improve how they can help manage demand.		
Comment	We have undertaken a review of the Housing Advice Service and re-structured the service to account for new demands. We have embraced a significant amount of the issues identified.		
Service Head: Jonathan Morgan		Performance status: On target	

Objective: WAO/NAT:Public Procurement in Wales (Oct 2017)			
Outcome: Not defined			
Action	13672	Target date	30/06/2018
Action promised	We recommend that public bodies review their procurement strategies and policies during 2017-18 and on an annual basis thereafter to ensure that they reflect wider policy and legislative changes and support continuous improvement.		
Comment	Carmarthenshire has a new Procurement Strategy - approved by CMT, PEB, P&R and finally presented in Executive Board on 4th June 2018		
Service Head: Helen Pugh		Performance status: On target	

Objective: WAO/NAT:Savings Planning (March 2017)			
Outcome: Not defined			
Action	13667	Target date	30/06/2018
Action promised	Strengthen financial planning arrangements by: developing explicit links between the MTFP and the Council's corporate planning processes		
Comment	<p>Our Action Plan Response:</p> <ol style="list-style-type: none"> 1. We have produced a combined Financial and Performance Plan timetable. 2. 2018/19 budget proposals and business plans were again submitted to the same Scrutiny meetings. Nov/Dec 2017 3. We will reconfirm our Well-being Objectives and KIOP for 2017/18 with the newly elected Administration following May 2017 Local Government Elections 4. We will identify our 2018/19 KIOPs in time to inform Budget Setting (Out turn data available in September) 5. We will further develop our impact assessment methodology to inform budget allocations 6. We will identify capital and revenue funding allocated to our Well-being Objectives and monitor our resource allocation to these priorities. 7. We will revise our Corporate Strategy to: address the requirements of new legislation (WbFG , Social Services, Environment and Planning Acts); Include stronger links to the MTFP; the 5 Ways of Working; Incorporate our Well being Objectives; We will publish this by the statutory deadline of 30th June 2018 <p>PROGRESS UPDATE:</p> <ol style="list-style-type: none"> 1. Undertaken 2. Undertaken 3. Done. The Well-being of Future Generations(Wales) Act required public bodies subject to the Act to publish their Well-being Objectives by March 2017. Following local government elections in May 2017 we reconfirmed these Well-being Objectives with the new Administration. Subsequently one additional Well being Objective was adopted - `Promoting Welsh Language and Culture 4. Our Well being Objectives have been presented before the last two years budget setting Seminars 5. A draft Integrated Assessment has been prepared, alongside detailed guidance notes for report authors. The Assessment includes questions in relation to the Well-being of Future Generations Act, Equality Act, Welsh Language Measure, UN Convention on the Rights of the Child, the Environment Act and Privacy statements 6. Well-Being Report contains detailed information on funding streams allocated to each of our Well Being Objectives. 7. In June 2018 the Council published its New Corporate Strategy. This consolidates a number of plans. It brings together four plans 1.our old Corporate Stratgey 2 Our Improvement Plan as required by the Local Government Measure 2009 3 Our Well-being Objectives as required by the Future Generartions Act 2015 and 4. The Ececutive Boards `Moving Forward in Carmarthenshire : The Next 5 Years..... This New Corporate Strategy shows how resources are allocated to our Well-being Objectives.....The Well-being of Future Generations Act 		
Service Head: Wendy S Walters		Performance status: On target	
Action	13668	Target date	30/09/2017
Action promised	Strengthen financial planning arrangements by: including savings plans monitoring reports with the publicly available quarterly financial monitoring reports;		
Comment	savings monitoring will be reported to the relevant scrutiny committees from August monitoring onwards		
Service Head: Randal Hemingway		Performance status: On target	
Action	13669	Target date	31/03/2017
Action promised	Strengthen financial planning arrangements by: ensuring that delivery timescales in business cases are robust		
Comment	See action ID 12469		
Service Head: Randal Hemingway		Performance status: On target	
Action	13670	Target date	31/03/2017
Action promised	Strengthen financial planning arrangements by: finalise and approve the income generation/ charging policy		
Comment	Approved by Executive Board on 27th March 2017		
Service Head: Chris Moore		Performance status: On target	
Action	13671	Target date	30/09/2017
Action promised	Strengthen financial planning arrangements by: approving the developed reserves strategy		
Comment	<p>Our Action Plan Response:</p> <p>The use of Reserves was contained in the MTFP approved by Council on the 22nd February 2017. The developed reserves strategy will be updated to reflect the actual position as at 31st March 2017, and presented to the new Council after the elections.</p> <p>PROGRESS UPDATE:</p> <p>Draft Reserves Strategy was updated in September 2017 and went to Executive Board Meeting on the 5th February 2018.</p>		
Service Head: Chris Moore		Performance status: On target	

Objective: WAO/NAT:Speak my language: Overcoming language & communication barriers in public services (April 2018)
Outcome: Not defined

Action	13721	Target date	31/03/2019
Action promised	Public bodies are required to ensure that people can access services they need. To take account of the requirements of 2010 Equality Act & other legislation, we recommend that public bodies regularly review accessibility of their services to people who do not speak English or Welsh as a main language including Deaf people who use sign language		
Comment	Consideration of key areas within existing policies and guidance to be undertaken. Updated staff guidance will be prepared in the Autumn 2018.		
Service Head: Wendy S Walters		Performance status: On target	

Objective: WAO/NAT: Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities
Outcome: Not defined

Action	13722	Target date	31/03/2019
Action promised	We recommend that local authorities continue to focus on preventing people becoming dependent on more expensive placements in care homes by providing effective support at home and a range of step up accommodation by: improving the evaluation of prevention activity so local authorities understand what works well and why;		
Comment	<p>1. We have commissioned a TIC review in relation to the commissioning of residential placements with view to streamlining the process to improve accountability, decision making and funding decisions.</p> <p>2. We are collaborating with colleagues in housing and independent housing providers to develop a range of accommodation schemes.</p> <p>An accommodation project is progressing a range of accommodation options to enable individuals to step down from residential care.</p> <p>3. Carers- We have completed commissioned service with Crossroads to provide information and advice & assistance.</p> <p>4. Carers outreach service in place and wider preventative services for carers/carers offer published on council web site with associated links to other services. Completed, but we are undertaking a review of the web site to consider improvements. A workshop is scheduled in October/ November 2018.</p> <p>5. Designated carers post to raise awareness and provide operational support and advice in relation to carer's assessment with social work teams.</p> <p>6. Carers champions in place in social work teams. This has been completed.</p> <p>7. Respite services offers being extended by utilising WG grant allocation. The Grant has been allocated and a six month summary report has been provided to Welsh Government.</p>		
Service Head: Avril Bracey		Performance status: On target	
Action	13723	Target date	31/03/2019
Action promised	We recommend that local authorities improve their approach to planning services for people with learning disabilities by building on the Regional Partnership Boards population assessments for people with learning disabilities and agreeing future priorities.		
Comment	<p>A Population Needs Assessment has been published. This is available on the West Wales Care Partnership web site.</p> <p>A Regional Learning Disability Programme Group (LDPG) is developing a work plan to reflect key priorities in the Area Plan.</p> <p>2. A draft Carmarthenshire LD Strategy developing on an 'all age' approach so 'slight delay in further engagement. Events to be scheduled.</p> <p>3. Progressing regional housing needs analysis and predictor tool with the Housing Learning Improvement Network (LIN). A draft report developed and being considered in October 2018.</p> <p>4. Collaborating with health to identify joint commissioning opportunities and collaborative approach to funding opportunities e.g. ICF, Transformation Funding via Regional Partnership. LDPG a key priority of the West Wales Care Partnership Board. Developing Strategy is joint with Health.</p>		
Service Head: Avril Bracey		Performance status: On target	
Action	13725	Target date	31/03/2019
Action promised	We recommend LAs do more to involve people with learning disabilities & their carers in care planning & agreeing pathways to further independence by: including them in developing care plans; involving carers & advocacy groups in evaluating quality of services; involving people with learning disabilities in procurement etc		
Comment	<p>1. Service Users and carers were involved in the TIC review of residential placements.</p> <p>2. All service change with respect to Learning Disability are subject to consultation with service users and carers.</p> <p>3. Officers regularly attend service user and carer forums to discuss service improvement and evaluation of services.</p> <p>4. Regional task and finish group in place to recommission advocacy service across West Wales. This group is working with the Advocacy Alliance Group across West Wales and Age Cymru- Golden Thread. Work on going to progress this project. Programme of work includes strategy development, mapping of advocacy services/ contracts and development of future commissioning model.</p> <p>5. Strategies and consultation documents routinely available in easy read versions. Draft Learning Disability strategy has been developed and considered by Scrutiny.</p>		
Service Head: Avril Bracey		Performance status: On target	
Action	13726	Target date	31/03/2019
Action promised	We recommend LAs collaborate with providers, third sector & suppliers in understanding challenges, sharing data, & pooling expertise by: improving the quality range, & accessibility of tendering information; & working with providers to shape local markets		
Comment	<p>1. Regular commissioning/contracting arrangements in place to meet with providers. Programme of contract meetings set throughout the year.</p> <p>2. Market Position Statements for Learning Disabilities (MPS) developed and will be published in the near future. This is awaiting publication.</p> <p>3. Population Needs Assessment and Area plan published which signals key priorities. Completed and available on the West Wales Care Partnership web site.</p>		
Service Head: Avril Bracey		Performance status: On target	
Action	13727	Target date	31/03/2019
Action promised	We recommend that LAs develop a more appropriate set of performance indicators & measures of success to make it easier to monitor & demonstrate impact of service activity by: co-designing measures, service & contract performance indicators with service providers, people with learning disabilities & their carers; etc.		

Comment	<ol style="list-style-type: none">1. Integrated pathway development and outcomes/ KPI's being developed. LDPG commenting on outcomes framework.2. Contract management and QA processes in place, including the Accommodation and Efficiency programme. Work on-going in this area.3. Regional Finance group in place to consider cost model and share intelligence to inform future commissioning decisions. Work progressing to consider costing options / models and intelligence being considered on a regional basis. All Wales Commissioning Board now set up and have regional representation on this group.4. Provider Performance and Escalating Concerns processes in place. Commissioning leads on provider performance and systems and process in place to drive service improvement.5. Mid and west Wales procurement hub for residential service provides us with intelligence regarding supply and demand and regarding provider costs. This is currently in place.6. Regional Escalating Concerns protocol in place. This is completed.
Service Head: Avril Bracey	Performance status: On target

Objective: WAO:Audit Committee Effectiveness (July 2018)			
Outcome: Not defined			
Action	13635	Target date	01/12/2018
Action promised	Review the role of Audit Committee in the preparation of the Annual Governance Statement.		
Comment	Training delivered to Audit Committee on 26th October 2018		
Service Head: Helen Pugh		Performance status: On target	
Action	13636	Target date	01/09/2018
Action promised	Strengthen the role of Audit Committee by ensuring the risk register is presented to the committee regularly throughout the year, and where further assurance is required on specific risks that risk owners are invited to the committee to discuss risk mitigation measures.		
Comment	Risk register was presented to Audit Committee in March and September 2018		
Service Head: Helen Pugh		Performance status: On target	
Action	13637	Target date	31/03/2019
Action promised	Ensure that all Audit Committee members have access to full versions of all internal audit and external regulatory and audit reports, and strengthen arrangements for tracking actions taken to address the recommendations they include		
Comment	Discussions with Audit Committee to agree way forward		
Service Head: Helen Pugh		Performance status: On target	
Action	13638	Target date	01/06/2019
Action promised	Improve the information provided to Audit Committee by: ensuring that reports give enough context and background for committee members to understand the key risks and issues; ensuring that reports are more specific about what action the Audit Committee needs to take in order to discharge its core functions		
Comment	Review of reports will be conducted and how we report these to Audit Committee		
Service Head: Helen Pugh		Performance status: On target	
Action	13639	Target date	01/07/2018
Action promised	Complete the implementation of the revised management arrangements for the internal audit function to ensure that potential conflicts of interest are mitigated		
Comment	Our Action Plan Response: Completed - Principal Auditor appointed and in post since June 2018		
Service Head: Helen Pugh		Performance status: On target	

Objective: WAO:Evaluation of the Council's review of people performance management 2017 (April 2018)
Outcome: Not defined

Action	13640	Target date	31/03/2019
Action promised	Directors/Heads of Service undertake a desk top review of service structures, particularly within high risk customer facing areas, to identify any potential risk areas to reduce the likelihood of similar failings occurring as a result of flat structures		
Comment	Under the Delegated Powers set out in the Council's Constitution, the Chief Executive and Directors have specific responsibility in determining all matters related to staffing and structures. The Corporate Management Team has considered & discussed the recommendations highlighted by the report and has ongoing input into the development of re-structuring or realignment as appropriate. This is an ongoing process to respond to service needs including the delivery of significant of PBB savings. The Corporate Management Team is satisfied that the structures are appropriate to deliver the Council's services. Since the review, work has been undertaken to prioritise those services areas that had been highlighted. This work was ongoing before being highlighted during the Review and is being monitored by HR Business Partners at the relevant Departmental Management Teams.		
Service Head: Paul R Thomas		Performance status: On target	
Action	13641	Target date	31/03/2019
Action promised	Directors/Heads of Service to undertake a desk top risk assessment of dispersed service delivery teams including agile working and remotely located teams as well as teams with a distinct identity or external/individual brand (i.e. Families First) to identify potential risks of disconnection from the corporate organisation.		
Comment	The Leadership & Management Development Framework has been developed and there are various tools and resources available to support capacity & capability when managers have remotely located teams. In terms of agile working, the Learning and Development team now provides a programme of development aimed at supporting managers to manage an agile workforce, this includes tips on how to maintain good communication when managing dispersed teams. In addition IT colleagues are providing relevant IT solutions that ensure managers are able to keep in touch with staff that are working from dispersed locations e.g. Skype for Business, mobile phones		
Service Head: Paul R Thomas		Performance status: On target	
Action	13642	Target date	31/03/2019
Action promised	Building on the existing review of the induction process it is recommended that 'new manager's guide' be developed to complement the new 'employee guide' currently under development. New manager's guide' is to be used during induction to identify areas of training & development to include a checklist for managers - Technical Mngt & People Mngt		
Comment	The Heads of Service Forum has been engaged to support the development of a framework, and an evaluation has been undertaken of the Future Leaders Programme with a view to making it available across a wider organisational base. A range of tools and resources are currently available to underpin the new leadership and management behaviours and the recent Investors in People Review supports the approach for extending leadership and management competencies at all levels. This work will continue to be overseen by the PSGB		
Service Head: Paul R Thomas		Performance status: On target	
Action	13643	Target date	31/03/2019
Action promised	Ensure that managerial training needs identified at induction stage are streamlined into, and reviewed during, the appraisal process.		
Comment	Funding was identified in March 2018 to allow the Council to develop a new "on-boarding" system to be accessed via its HR system, which will allow for customised induction and support for new managers. This piece of work has now been developed and has been presented to senior managers within People Management for their input. The system will provide the ability for staff development to be monitored alongside appraisal discussions.		
Service Head: Paul R Thomas		Performance status: On target	
Action	13645	Target date	31/03/2019
Action promised	Introduce workforce and succession planning as a key element of the Executive Board and Heads of Service Business Plan sessions to reinforce work currently being undertaken by HR business partners and strengthen accountability		
Comment	Workforce planning is an integral element of the business planning process. HR Business Partners have been working with Departmental Management Teams to provide comprehensive workforce data to assist with business and workforce planning. A Toolkit for Managers has previously been developed and briefing sessions for managers have been provided.		
Service Head: Paul R Thomas		Performance status: On target	
Action	13646	Target date	31/03/2019
Action promised	Review the process for creating job profiles in order to increase the focus on behavioural standards/core competencies and reduce task orientated criteria. Develop clear guidelines/support for managers for creating job profiles of this nature.		
Comment	The Heads of Service Forum has been engaged to support the development of the framework, and an evaluation has been undertaken of the Future Leaders Programme with a view to making it available across a wider organisational base. A range of tools and resources are currently available to underpin the new leadership and management behaviours and the recent Investors in People Review supports the approach for extending leadership and management competencies at all levels. This work will continue to be overseen by the PSGB. This can be evidenced by the Evaluation of Future Leaders Programme Development Programme for Heads of Service and the Investors in People Review 2018. Additionally, the Leadership & Management Development Framework has been developed and various tools and resources are available to support capacity & capability in this area. This includes Service areas adopting a Leadership & Management Academy for those aspiring to become leaders/managers. Further work will now be undertaken to extend the organisations competency framework across all levels reflecting the outcomes of the recent Investors in People Review.		

Again, this can be evidenced by the Leadership & Management Behaviours Competency Framework (UCF), Future Leaders Programme Evaluation and the Investors in People Review 2018. In addition, a more streamlined electronic job profile template has been introduced and guidance for managers has been produced.			
Service Head: Paul R Thomas		Performance status: On target	
Action	13647	Target date	31/03/2019
Action promised	Review the appraisal process to focus on behaviours and core competencies and develop a suite of tools to support managers to flexibly implement appraisal principles within different structures and service profiles		
Comment	There has been a focus on delivering skills based development for managers/supervisors in conducting appraisals, supporting individual performance and development. Service and professional occupational groups have been a priority and the evaluation of this will be measured in the forthcoming post IiP Review. The outcomes and the skills gap to support this measure will be evaluated/monitored through the Investors in People review and the People Strategy Work Stream. This is evidenced by the In-House and commissioned learning and development modules. In addition, the Council's HR system has been further developed to provide managers with an online appraisal tool, which automates the process.		
Service Head: Paul R Thomas		Performance status: On target	
Action	13648	Target date	31/03/2019
Action promised	In line with recommendations of the Internal Audit Review of Declaration of Interests, Gifts and Hospitality 2017, the guidance on declarations of interest should be reviewed and, if appropriate, updated		
Comment	Since the Review, consideration has been given to best practice across Public Sector in Wales and as a result a new draft Employee Code of Conduct Guide and Declaration of Interest Form have been developed for discussion and agreement. IT colleagues have also included the development of an e-form into their work programme, which will be made available to all staff once the content of new form has been agreed. Going forward consideration will need to be given to how the process for declaring interests is publicised to staff.		
Service Head: Paul R Thomas		Performance status: On target	
Action	13649	Target date	31/03/2019
Action promised	All internal audit recommendations to be monitored via PIMS, subject to successful system testing		
Comment	2017/18 reports all within PIMS and continually reviewed.		
Service Head: Helen Pugh		Performance status: On target	
Action	13650	Target date	31/03/2019
Action promised	A risk register to be developed by the People Strategy Group based upon the recommendations made in the report		
Comment	The PSGB has incorporated this into their work programme for consideration and, as it is now being recorded on PIMS, there is no requirement for a bespoke Risk Register.		
Service Head: Paul R Thomas		Performance status: On target	

Objective: WAO:Scrutiny: Fit for the Future? Review (June 2018)			
Outcome: Not defined			
Action	13629	Target date	31/05/2019
Action promised	Review the overview and scrutiny committee structure to ensure it is able to meet current and future challenges		
Comment	This matter was discussed with the Chairs and Vice Chairs of Scrutiny Committees at their Forum meeting of the 31st July. The Report will be considered at the meeting of the Executive Board and Chairs and Vice forum which will be held in October, where we will seek a steer from members on the future Scrutiny Committee Structure.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	13630	Target date	01/06/2018
Action promised	Clarify the role of Executive Board members in the overview and scrutiny committee process, to ensure that committees are undertaking their role in holding the Executive to account.		
Comment	Proposal not accepted: We do not see that further clarification is required		
Service Head: Linda Rees Jones		Performance status: On target	
Action	13631	Target date	31/03/2018
Action promised	Be specific in the reports presented to overview and scrutiny why the committee is receiving the information and how this relates to the role of the scrutiny committee.		
Comment	A revised outcome focussed "Forthcoming Items" template has been produced and agreed by the Chairs and Vice Chairs of Scrutiny Forum and is now in use. This focusses on the reasons for reports to be agenda'd for Scrutiny Committees and allows members to limit the number of agenda items to keep meetings focussed.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	13632	Target date	31/03/2019
Action promised	Ensure that Chairs and committee members control committee agendas by deciding on and agreeing content and prioritising the issues that scrutiny examines, to allow enough time for more effective scrutiny.		
Comment	Chairs were already being consulted on draft agendas, but this is now reinforced by the introduction of a revised "Forthcoming Items" template which allows Chairs and Committees to prioritise business.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	13633	Target date	31/03/2019
Action promised	Identify and implement further ways to encourage greater public involvement in overview and scrutiny		
Comment	The Chairs and Vice Chairs Forum agreed a new Scrutiny Communications Strategy at its meeting of the 31st July 2018. This Strategy aims to raise the profile of scrutiny internally and externally through promotion, encouraging public debate and greater involvement by the public. The Forum has also decided to write to town and community councils annually seeking suggestions on their forward work programme.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	13634	Target date	01/05/2019
Action promised	Put in place arrangements for assessing the effectiveness and impact of overview and scrutiny		
Comment	Arrangements for assessing the effectiveness and impact of scrutiny committees is being worked on. Amongst the proposals are to take a report to the Democratic Services Committee on scrutiny self-assessment.		
Service Head: Linda Rees Jones		Performance status: On target	

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR ARCHWILIO

14 RHAGFYR 2018

**CYNGOR SIR GAERFYRDDIN
DIWEDDARIAD PWYLLGOR ARCHWILIO – RHAGFYR 2018**

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

I dderbyn adroddiad Swyddfa Archwilio Cymru a nodir uchod.

Y Rhesymau:

Mae Swyddfa Archwilio Cymru yn gwneud gwaith archwilio ariannol a pherfformiad yn y Cyngor. Mae'r adroddiad yn crynhoi eu gwaith archwilio hyd at Rhagfyr 2018.

Ymgynghorwyd â'r pwyllgor craffu perthnasol: NADDO

Angen i'r Bwrdd Gweithredol wneud penderfyniad: NAC OES

Angen i'r Cyngor wneud penderfyniad: NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:

Cyng. David Jenkins

Y Gyfarwyddiaeth:

Gwasanaethau Corfforaethol

Awdur yr Adroddiad:

Swyddfa Archwilio Cymru

Mae'r dudalen hon yn wag yn fwriadol



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Wales Audit Office Work Programme - Update to the Audit Committee – **Carmarthenshire County Council**

Audit year: 2018

Date issued: December 2018

Document reference: 959A2018-19

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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Wales Audit Office Work Programme – Update to the Audit Committee

About this document

- 1 This document provides the Audit Committee of Carmarthenshire County 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

- 2 The dates we presented our audit plan for 2018 is set out in **Exhibit 1**.

Exhibit 1: audit plan.

Area of work	Current status
Audit Plan 2018	Presented to Audit Committee 23 March 2018

Financial audit update

- 3 The majority of our financial audit work included in our 2018 audit plan is complete. We are continuing to work on the 2017-18 grant claim and return audits and these will be completed by the end of the calendar year.
- 4
- 5 **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	Current status
Financial Statements 2017-18	Audit of the Council's 2017-18 financial statements.	Opinion September 2018.
Whole of Government Accounts 2017-18	Audit of the Councils 2017-18 whole of government accounts	Opinion September 2018.
Certification of Grants 2017-18	Certification of grants and returns 2017-18	Audit work to be completed by 31 December 2018.
Annual Audit Letter	Report summarising our 2017-18 financial audit work.	Report on the agenda for December 2018 audit committee

Performance audit update

- 6 Exhibit 3 summarises the progress of the performance audit work set out in the 2017 audit plan 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 - 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 July 2018

Topic	Scope	Status	Timescale
			Assessment of Performance certificate issued November 2018
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. Meeting with Corporate Management Team to discuss outcomes and plans for next year's audit arranged for 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 [the Council] will increase the range of physical activity opportunities available for children, and target those at higher risk of inactivity, using activities such as swim sessions (Free, Splash, School, Wave, Skills Clubs), Actif Play and Storytime, Actif Passport to Physical Literacy, Dragon Multi-Skills and Sport, 5x60 and Focus Sport activity developments.'	Work underway. First workshop held with the Council November 2018. Second workshop to take place December 2018.	Report 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.	Timing of the work to be agreed with the Council.	To be agreed with the Council.

Topic	Scope	Status	Timescale
Service User Perspective Review	<p>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.</p> <p>Carmarthenshire County Council has a Transformation, Innovation and Change (TIC) Programme. One element of this programme is the Digital Transformation Project. Part of this project is focused on 'channel shift'. Our work will review the effectiveness of the Council's approach to the channel shift project. It will also seek to gain a service user perspective on the elements of the channel shift project that are focused on service users.</p>	<p>Work underway. Phase one: fieldwork on the Council's approach to channel- shifting services on-line (complete).</p> <p>Phase two: service user survey currently running on-line.</p>	<p>Survey open November 2018- January 2019 (timeline may be extended depending on number of responses received). Reporting by end of March 2019.</p>
Review of Risk Management Arrangements	A review of the Council's arrangements to identify, manage and monitor risks.	Draft project brief issued to the Council June 2018.	To be agreed with the Council.
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'.		Report by July 2019.

WAO Local Government Improvement Studies

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			
Services to rural communities	<p>This review assessed how well public bodies are working together to assess needs, identify priorities, deliver and maintain the provision of key operational services to meet the needs of people in rural communities.</p> <p>Carmarthenshire CC was one of 11 fieldwork sites in this study.</p>	<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 think and act differently to sustain services in rural communities.</p>	<p>Report published 13 November 2018</p> <p>http://www.audit.wales/publication/local-government-services-rural-communities</p>
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, published in November 2018. 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, although the approaches we highlight also have relevance for authorities in urban areas. Equally, some of the 'urban' good practice case studies</p>	<p>Report published 13 November 2018</p> <p>https://audit.wales/publication/provision-local-government-services-rural-communities-community-asset-transfer</p>

Topic	Scope	Status	Timescale
		highlighted throughout the report have relevance to 'rural' areas.	
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 drawing conclusions.	National report due to be published in the 3rd/4 th quarter of 2018.
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.	Scoping and project set up. Carmarthenshire CC will be one of five fieldwork sites in this study.	National report due to be published in the 3rd/4 th quarter of 2018.
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.	Scoping and project set up. Carmarthenshire CC will not be a fieldwork site in this study.	National report due to be published in 3rd/4 th quarter of 2018.
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	Scoping and project set up. Carmarthenshire CC will not be a fieldwork site in this study.	National report due to be published in the 3rd/4 th quarter of 2018.

Topic	Scope	Status	Timescale
	wellbeing of their communities and for Wales.		

WAO National Studies

- 8 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 national studies that have relevance to local authority organisations.

Exhibit 5: local authority-related national studies

Topic	Findings	Status
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.	National report due to be published January 2019.
Youth services	This project is part of a joint programme of work with Estyn, HIW and CSSIW. The WAO work will involve a factual description of the well-being of young people based on the available data. Our report will also highlight key lessons for the Welsh Government to learn in taking an	Report due Winter 2018-19 (currently in fieldwork).

Topic	Findings	Status
	integrated approach to improving the well-being of young people.	
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-brexit-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>
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>

Topic	Findings	Status
Procuring Residual and Food Waste Treatment Capacity	<p>Welsh Government programme 'well-managed' but some councils who've opted out are still reliant on landfill.</p> <p>A Welsh Government procurement programme to help councils set up food and residual waste contracts has been well-managed, according to a report published today by the Auditor General for Wales. 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.

**PWYLLGOR ARCHWILIO
14 RHAGFYR 2018**

**LLYTHYR ARCHWILIO BLYNYDDOL
CYNGOR SIR GAERFYRDDIN**

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

I dderbyn Llythyr Archwilio Blynyddol Cyngor Sir Gaerfyrddin ar gyfer 2017/18.

Y Rhesymau:

Yr Archwilydd Cyffredinol yw'r archwilydd am Cyngor Sir Gaerfyrddin ac mae'r llythyr hwn yn crynhoi'r negeseuon allweddol sy'n codi o'r gwaith a wnaud i gyflawni ei gyfrifoldebau stadudol o dan Ddeddf Archwilio Cyhoeddus (Cymru) 2004.

Ymgynghorwyd â'r pwyllgor craffu perthnasol NADDO

Angen i'r Bwrdd Gweithredol wneud penderfyniad NAC OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Cyng. David Jenkins

Y Gyfarwyddiaeth:

Gwasanaethau Corfforaethol

Awdur yr Adroddiad:

Swyddfa Archwilio Cymru

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

CARMARTHENSHIRE COUNTY COUNCIL ANNUAL AUDIT LETTER

BRIEF SUMMARY OF PURPOSE OF REPORT.

The Auditor General is the auditor for Carmarthenshire County Council and this letter summarises the key messages arising from the work carried out to discharge his statutory responsibilities under the Public Audit (Wales) Act 2004.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

The report is a Wales Audit Office Report and any implications are detailed within the report.

I confirm that other than those implications listed below there are no implications for the Authority arising from this report. If necessary, the Authority will need to respond to implications arising from the report where applicable.

Signed: **Randal Hemingway** Head of Financial Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: **Randal Hemingway** Head of Financial Services

1. Scrutiny Committee – N/A
2. Local Member(s) – N/A
3. Community / Town Council – N/A
4. Relevant Partners – N/A
5. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

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Please contact us in Welsh or English.

Cysylltwch â ni'n Gymraeg neu'n Saesneg.

Cllr Emlyn Dole
Leader
Carmarthenshire County Council
County Hall
Jail Hill
Carmarthen
SA31 1JP

Reference: 943A2018-19

Date issued: 7 December 2018

Dear Cllr Dole

Annual Audit Letter – Carmarthenshire County Council and Dyfed Pension Fund 2017-18

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

The Council complied with its responsibilities relating to financial reporting

It is the Council's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Council's arrangements to secure economy, efficiency and effectiveness in its use of resources; and

- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This code is based on International Financial Reporting Standards. On 28 September 2018 I issued unqualified audit opinions on the Council's and Dyfed Pension Fund's accounting statements confirming that they present a true and fair view of the Council's and Pension Fund's financial position and transactions. I issued a certificate confirming that the audit of both sets of financial statements had been completed on the same date. My report and certificate are contained within the individual Statement of Accounts.

The key matters arising from both accounts audits were reported to members of the Audit Committee on 28 September 2018.

I am satisfied that the Council has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources, but significant financial challenges remain

My consideration of the Council's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General has highlighted areas where the effectiveness of these arrangements could be improved in his Annual Improvement Report 2017-18 which was issued to the Council in August 2018.

Local authorities in Wales face significant financial challenges.

Austerity funding remains the most significant challenge facing all local government bodies in Wales and these financial pressures are likely to continue for the medium term. There will continue to be uncertainty over the UK's relationship with Europe and this will have an impact on Welsh Public Services following Brexit.

In 2017-18 the Council set a net expenditure revenue budget of £334.4 million. The 2017-18 financial statements showed an out-turn position for 2017-18 of £331.9 million. The surplus of £2.5 million was put into reserves, with £2 million set aside for a new Swansea Bay city deal reserve. This continues a trend of the Council delivering year-end underspends and to achieve these the Council has demonstrated that it has consistently delivered on its cost reduction plans that have been in place in recent years.

The 2017-18 financial statements confirm that the Council's general fund had increased by £479,000 to £9.7 million as at 31 March 2018 and since 1 April 2016 earmarked reserves had increased by £15 million to £81.1 million. This increase in reserve levels places the Council in a relatively strong financial position for the future financial challenges and these reserves will be used to help support the capital expenditure programme the Council has approved.

For 2018-19, the Council has set a budget of £351.5 million. This assumes the achievement of efficiency savings totalling £8.3 million and a 4.45% Council Tax increase. At 30 June 2018 the Council was forecasting a revenue budget overspend of £3 million for the financial year after allowing for a drawdown from departmental reserves of £600,000. In February 2018 the Council approved a five-year capital programme totalling £199 million, of which £62.2 million was to be incurred in 2018-19.

Financial challenges remain over the coming years across the Local Government sector and the Council's Medium Term Financial Plan agreed in February 2018 identifies a total of £17.2 million of savings for 2019-20 and 2020-21. In 2019 we will undertake a more detailed review of the Council's continuing work on meeting their financial challenges.

My work to date on certification of grant claims and returns has not identified any issues that would impact on the accounts or key financial systems

My ongoing work to date on certification of grant claims and returns has not identified significant issues that would impact on the financial statements or key financial systems. A more detailed report on my grant certification work will follow in 2019 once this year's programme of certification work is complete.

The financial audit fees for 2017-18 are currently expected to be slightly less than those set out in the Annual Audit Plans and we will consider this as part of our planning for 2018-19 and will report the out-turn to you in the Audit Plan.

Yours sincerely



Richard Harries

For and on behalf of the Auditor General for Wales

cc. Mark James, Chief Executive

Chris Moore, Chief Finance Officer

Mae'r dudalen hon yn wag yn fwriadol

Y PWYLLGOR ARCHWILIO

14 RHAGFYR 2018

ADRODDIADAU CENEDLAETHOL SWYDDFA ARCHWILIO CYMRU	
Argymhellion / penderfyniadau allweddol sy'n ofynnol: Derbyn a nodi adroddiadau Swyddfa Archwilio Cymru.	
Rhesymau: Derbyn adroddiadau Swyddfa Archwilio Cymru.	
Pwyllgor craffu perthnasol i ymgynghori ag ef: dd/b	
A oes angen Penderfyniad gan y Bwrdd Gweithredol?	Nac oes
A oes angen Penderfyniad gan y Cyngor?	Nac oes

DEILIAD PORTFFOLIO YR AELOD GWEITHREDOL O'R BWRDD GWEITHREDOL: Y Cyngorydd David Jenkins:		
Adroddiad Swyddfa Archwilio Cymru		

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

WALES AUDIT OFFICE NATIONAL REPORTS

BRIEF SUMMARY OF PURPOSE OF REPORT:

To receive the Wales Audit Office National report relating to:

- Managing the impact of Brexit on the Rural Development Programme in Wales

The following Wales Audit Office National reports have also been recently published:

- Waste Management in Wales: Municipal Recycling
Published 15 November 2018
<http://www.audit.wales/publication/waste-management-wales-municipal-recycling>
- Local Government services to rural communities
Published 13 November 2018
<http://www.audit.wales/publication/local-government-services-rural-communities>
- Provision of Local Government Services to Rural Communities: Community Asset Transfer
Published 13 November 2018
<https://audit.wales/publication/provision-local-government-services-rural-communities-community-asset-transfer>
- National Fraud Initiative in Wales 2016-18
Published 22 October 2018
<http://www.audit.wales/publication/national-fraud-initiative-wales>
- Procuring Residual and Food Waste Treatment Capacity
Published 11 October 2018
<https://audit.wales/publication/procuring-residual-and-food-waste-treatment-capacity>

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

The report is a Wales Audit Office Report and any implications are detailed within the report.

I confirm that other than those implications listed below there are no implications for the Authority arising from this report. If necessary, the Authority will need to respond to implications arising from the report where applicable.

Signed: Head of Financial Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Head of Financial Services

1. Scrutiny Committee – N/A
2. Local Member(s) – N/A
3. Community / Town Council – N/A
4. Relevant Partners – N/A
5. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Mae'r dudalen hon yn wag yn fwriadol

Archwilydd Cyffredinol Cymru
Auditor General for Wales

Managing the Impact of Brexit on the Rural Development Programme for Wales



WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU



This report has been prepared for presentation to the National Assembly under the Government of Wales Act 1998.

The Wales Audit Office study team comprised Alice Rushby, Daniel King, Jennie Morris, Adam Marshall, Lucy Evans, Mark Jeffs, Chris Pugh and Seth Newman under the direction of Richard Harries.

**Auditor General for Wales
Wales Audit Office
24 Cathedral Road
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The Auditor General is independent of the National Assembly and government. He examines and certifies the accounts of the Welsh Government and its sponsored and related public bodies, including NHS bodies. He also has the power to report to the National Assembly on the economy, efficiency and effectiveness with which those organisations have used, and may improve the use of, their resources in discharging their functions.

The Auditor General also audits local government bodies in Wales, conducts local government value for money studies and inspects for compliance with the requirements of the Local Government (Wales) Measure 2009.

The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office, which is a statutory board established for that purpose and to monitor and advise the Auditor General.

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Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

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1	Welsh Government faced financial risk had the UK Government not amended the terms of its post Brexit funding guarantee	14
	The Welsh Government initially took steps to speed up the programme to maximise EU funding but later relied on the UK funding guarantee	15
	If there is a Withdrawal Agreement, EU funding will continue largely unchanged so there is a limited risk of Wales losing out substantially	20
	There was a significant risk of Wales losing out on funding in a no deal scenario until the UK Government very recently extended its guarantee	20
2	The Welsh Government has checks and balances to ensure that it complies with strict EU rules, but needs to strengthen scrutiny and risk management of the overall RDP	25
	The Welsh Government has checks and balances to ensure that it complies with strict EU rules	26
	There is scope to strengthen oversight and risk management of the overall RDP	27

3	It is not yet clear what will replace European Union agricultural funds post-Brexit but the Welsh Government is trying to shape debate	29
	The UK Government has set out a broad vision for agriculture in England and a transition phase but recognises that devolved governments will decide their own priorities	30
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Summary report

Summary

- 1 The European Union's Common Agricultural Policy (CAP) provides funding to support farmers, the countryside and rural communities. It has two 'pillars'. Pillar 1, called the European Agricultural Guarantee Fund (EAGF), is a direct payment to subsidise farmers amounting to approximately £211 million¹ annually. Pillar 2, called the European Agricultural Fund for Rural Development (EAFRD), is delivered through a Rural Development Programme designed by each UK administration and approved by the European Commission (EC). This report focuses on this element of 'Rural Development funding' under the Welsh Government's Rural Communities - Rural Development Programme (RDP)².
- 2 Since 2000, Wales has been eligible for €1,143m (approximately £972 million) of EU Rural Development funding. Wales is eligible for around £522 million under the current round which forms the 2014-2020 Rural Development Programme, although EU rules mean Wales would actually have until 2020 to commit³, and until 2023 to spend and claim the funding⁴. The Welsh Government currently plan to contribute an additional £252 million of 'co-financing'⁵ taking the the overall value of the current programme to £774 million.

1 For the purposes of this report we have used GBPs throughout. Where values were only available in Euros we have used the Welsh Government's current planning exchange rate – 0.85 GBP to 1.00 Euro. Exchange rates will have varied over time, and so there may be variations in the same values quoted elsewhere.

2 gov.wales/docs/drah/publications/170705-wales-rdp-2014-2020-document.pdf

3 For this report, we mean that the funding is committed to a specific project following approval by the Welsh Government and signed acceptance of the grant offer letter by the project sponsor.

4 The RDP includes annual allocations of funding across the programme period (2014-2020), which total the full value of the EAFRD funds. The annual allocations cannot be exceeded but the Welsh Government have a further three years (known as N+3 or decommitment principle) from each allocation within which they can commit, spend and claim the funds. N+3 targets are cumulative and rise each year to 100% of funding which must be spent by 2023.

5 'Co-financing' is the domestic funding provided by the Welsh Government to deliver the Rural Development Plan in Wales. EC Regulations stipulate a maximum and minimum percentage of funding that can come from the EC depending on the type of funding, the type of scheme and the location of the beneficiary of funding. Within these parameters, the exact percentage of domestic and EC funding is put forward by the UK administration, agreed by the EC and set out in their Rural Development Programme.

- 3 The EU has set six overall priorities for the funding. These are underpinned by generic EU ‘focus areas’ and ‘measures’ through which the priorities will be achieved (**Box 1**). The Welsh Government produces a Rural Development Programme document which sets out how it will use the funding to achieve these priorities. The Welsh Government sets up a range of schemes, which farmers or organisations can apply to. Each successful application becomes a project for the purposes of the EU rules. **Part 2** of this report sets out the process in more detail.

Box 1 – Rural Development Programme 2014-2020 structure

EU Priorities	<p>Member States and regions draw up their rural development programmes based on the needs of their territories and ensuring that at least four of the following six common EU priorities are addressed:</p> <ul style="list-style-type: none">• fostering knowledge transfer and innovation in agriculture, forestry and rural areas;• enhancing the viability and competitiveness of all types of agriculture, and promoting innovative farm technologies and sustainable forest management;• promoting food chain organisation, animal welfare and risk management in agriculture;• restoring, preserving and enhancing ecosystems related to agriculture and forestry;• promoting resource efficiency and supporting the shift toward a low-carbon and climate-resilient economy in the agriculture, food and forestry sectors; and• promoting social inclusion, poverty reduction and economic development in rural areas.
---------------	---

Box 1 – Rural Development Programme 2014-2020 structure

Focus Areas	The rural development priorities are broken down into 'focus areas'. For example, the priority on resource efficiency includes focus areas 'reducing greenhouse gas and ammonia emissions from agriculture' and 'fostering carbon conservation and sequestration in agriculture and forestry'. Within their RDPs, Member States or regions set quantified targets against these focus areas. They then set out which measures they will use to achieve these targets and how much funding they will allocate to each measure.
EU Measures	The RDP sets out a selection of measures drawn from the Rural Development Regulation to address the EU priorities and focus areas. A measure is a set of specific activities or investment, eg investment in physical assets.
Welsh Government Schemes	Schemes are devised by the Welsh Government (or other member state or region) to satisfy the EU measures. A scheme is essentially a framework of activities set by the Welsh Government designed to achieve the generic EU measures. These are translated into 'scheme rules' advertised to individuals or organisations to apply for funding under the specific scheme.
Applicants' Projects	Applications for specific projects are submitted to the Welsh Government who assess the proposed activities against the scheme rules and accept or reject the project.

Exhibit 1 – key facts about the 2014-2020 Rural Development Programme

EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT



= £522 MILLION



= £252 MILLION



Knowledge transfer and innovation*

- Innovation and cooperation
- Links with research and innovation
- Lifelong learning and vocational training



Competitiveness

£97M £65M
Total Expenditure EU Grant

- Farms performance, restructuring and modernisation
- Entry of skilled/younger farmers



Food chain and risk management

£87M £53M
Total Expenditure EU Grant

- Agri-food chain integration and quality



Ecosystems management

£329M £250M
Total Expenditure EU Grant

- Biodiversity's restoration, preservation and enhancement
- Water management
- Soil erosion and soil management



Resource efficiency and climate

£68M £40M
Total Expenditure EU Grant

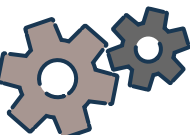
- Energy use efficiency investment
- Renewable energy and waste management investment
- Greenhouse gas and ammonia emissions reduction
- Carbon conservation and sequestration



Social inclusion and local development

£165M £97M
Total Expenditure EU Grant

- Diversification and job creation
- Improved services/infrastructure
- Improved ICT



Technical assistance

£31M £17M
Total Expenditure EU Grant

- Audit and controls
- Evaluation and monitoring

*Note: This priority is considered cross cutting.

The allocation under priorities 2-6 contributes to the achievement of Priority 1 targets.

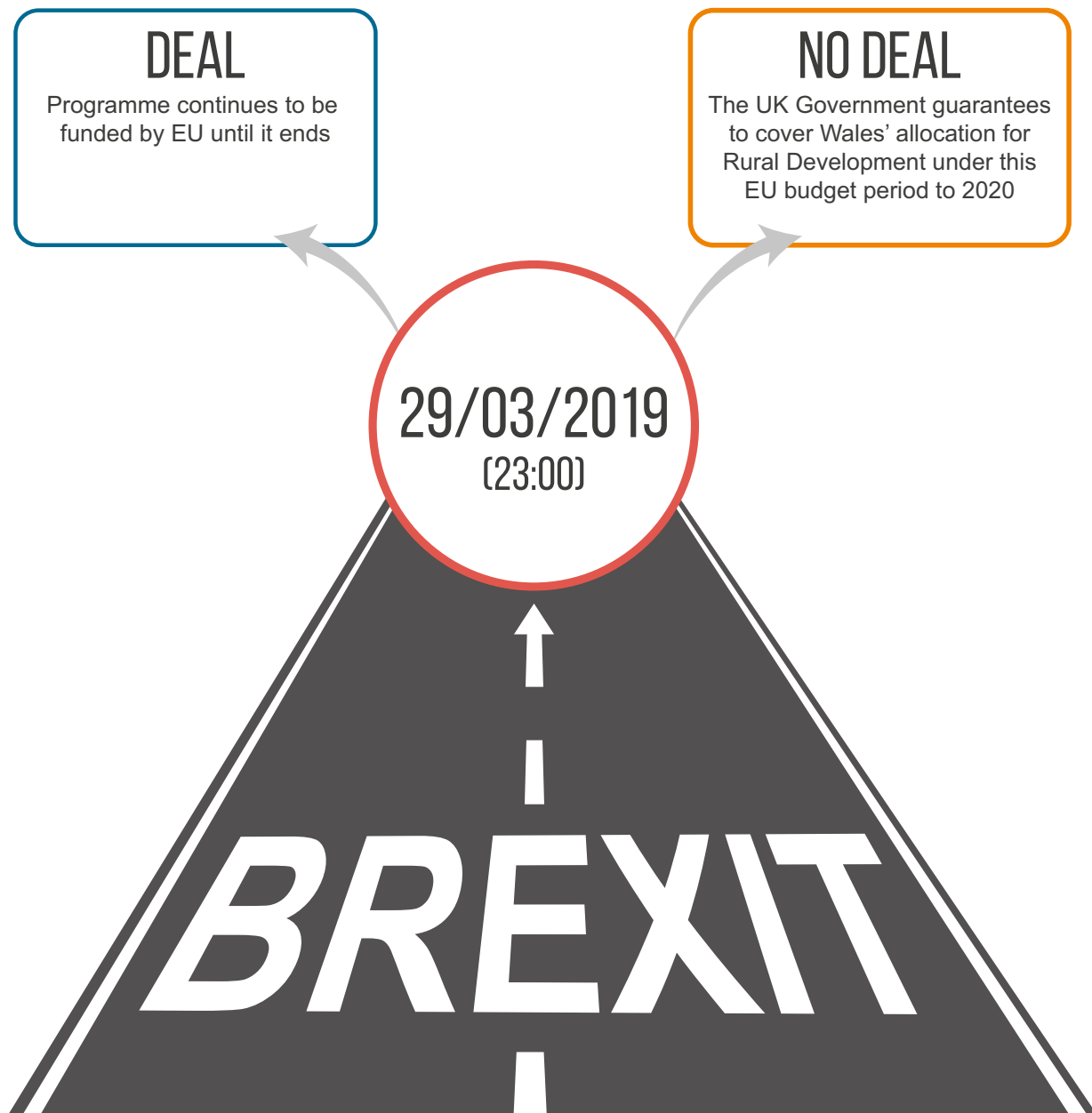
Figures based on first modification of RDP extant at time of publication,
converted at an exchange rate of €1: £0.8

Source: Welsh Government website

- 4 On 23 June 2016, the UK voted in a referendum to leave the European Union. In March 2017, the UK Government served notice of its intention to leave the EU. In line with the two-year timetable set out under EU law, the UK will leave the EU at 11pm on 29 March 2019.
- 5 The impact of Brexit on the EU Rural Development Funding depends on whether the UK leaves the EU with a 'deal' or not. EU law allows for the UK and EU to agree a 'Withdrawal Agreement' which sets out the terms of the UK's departure. In March 2018, the UK and EU published a draft Withdrawal Agreement. The draft Withdrawal Agreement set out a range of areas where the UK and EU agree as well as some key areas of disagreement. Among the areas of agreement are that the UK will continue to participate in the 2014-2020 EU Rural Development Programme until its end.
- 6 On 14 November 2018 the UK and EU published a revised draft Withdrawal Agreement. However, at the time of drafting the revised agreement has not been formally approved by the EU or the UK, and there remains a chance that the UK will leave the EU without a Withdrawal Agreement. In a no deal scenario, Wales will have to rely on a UK Government guarantee, announced in October 2016⁶, to replace EU funding for projects that have been 'signed before the UK leaves the EU'. During drafting of this report, in late July 2018, the UK Government announced that it was then extending its guarantee of EU funding to cover Rural Development Programme contracts signed before the end of December 2020. **Exhibit 2** sets out at a high level the two key scenarios – 'deal' and 'no deal'.

6 In August 2016, the UK Government announced an initial guarantee to fund projects signed before the Chancellor's Autumn Statement. The October 2016 announcement preceded the Autumn Statement and extended the guarantee to all projects signed before the UK leaves the EU.

Exhibit 2 – UK/EU Withdrawal agreement – latest deal and no deal scenarios for Rural Development Programme in Wales



- 7 This report considers whether the Welsh Government is effectively managing the risks and opportunities for the Rural Development Programme posed by Brexit.
- 8 **Appendix 1** sets out our audit methods. This report focuses at a high level on the key risks. We have not reviewed the overall management of the programme in depth. Nor have we reviewed the Welsh Government's broader response to the risks and opportunities of Brexit.
- 9 The report is structured around the key risks to EU funding and opportunities as a result of Brexit. **Exhibit 3** sets out the key risks and opportunities and our conclusions in relation to how the Welsh Government is managing them.

Exhibit 3 – key risks and opportunities related to EU Rural Development Funds in Wales as a result of Brexit

Risk/ opportunity	Conclusion
Key risk: that Wales loses out substantially on funding.	The Welsh Government faced financial risk had the UK Government not amended the terms of its post Brexit funding guarantee.
Key risk: that the Welsh Government does not have robust governance and control arrangements in place to effectively manage the Rural Development Programme through Brexit.	The Welsh Government has checks and balances to ensure that it complies with strict EU rules, but needs to strengthen scrutiny and risk management of the overall RDP.
Key opportunity: to apply lessons learnt from years of managing the EAFRD fund in Wales to any replacement scheme.	The future of agricultural funding post-Brexit is unclear but the Welsh Government are trying to shape debate and have set out what they want future arrangements to look like.

- 10 We make the following key recommendations for the Welsh Government:
- a The current scrutiny arrangements for the management and delivery of the RDP should be improved. A scrutiny forum should allow sufficient attention for the detailed consideration of the programme by informed and engaged members based on clear and accurate information. In particular, the reporting and consideration of 'commitments' should be clear.
 - b Risk management arrangements for the RDP should be clarified and documented so that officers and departments understand their responsibilities and to ensure that all risks with the RDP, and in particular in the context of Brexit, are appropriately identified and managed.
- 11 In addition to the recommendations made above, there are also some key issues for the Department to continue to manage even with the extension of the guarantee:
- a keeping in view wider economic changes, including in relation to Brexit, and adapting the programme where necessary in response;
 - b Increasing the rates of commitment, working with potential project sponsors to address concerns, including around the availability of match-funding;
 - c Increasing the rate of spending by encouraging projects to submit their claims for EU funding more promptly;
 - d Working with beneficiaries to minimise project underspends that could result in funding being lost to Wales;
 - e Recruiting and retaining staff at a time where there is significant uncertainty about some of the roles within the Department, and potentially increased workload as a result of an increase in the pace of project assessments;
 - f Sustaining robust checks and balances; and
 - g Ensuring that during the transition to any replacement for rural development funds, the Department's expertise is retained either in the replacement programme or in the wider Welsh public service.

Part 1

The Welsh Government faced financial risk had the UK Government not amended the terms of its post-Brexit funding guarantee



- 1.1 This part of the report looks at how the Welsh Government has been managing the risk that Wales loses EU funding as a result of Brexit. In particular it looks at the deal or no deal scenarios for Brexit. In the deal scenario we consider the impact of the draft Withdrawal Agreement and any residual risks to EU funding. In the no deal scenario, we look at the risks associated with the UK Government's previous guarantee to fund projects that have been signed at the point of Brexit (29 March 2019), and the consequences of the 24 July 2018 UK Government announcement extending the guarantee to cover the full allocation. In the no deal scenario, we also look at the wider UK funding position and the risk that the UK has to fund projects that could have been claimed from the EU by the Welsh Government.

The Welsh Government initially took steps to speed up the programme to maximise EU funding but later relied on the UK funding guarantee

- 1.2 Under EU rules the Welsh Government has until the end of December 2023 to spend and claim the full allocation of £522 million in EU funding. The Welsh Government originally planned to commit all funding to signed projects by December 2020 so that it then had the three years between 2020 and 2023 to spend and claim it back from the EU.
- 1.3 Following the EU referendum in July 2016, the Welsh Government sped up the pace of commitment in order to claim as much EU funding as possible by the time of Brexit in March 2019. They did this by opening more schemes and increasing the percentage of EU funding for some schemes.

- 1.4 Under EU rules, the Welsh Government can set some of the rates for the proportion of EU funding. The maximum EU funding that can be used on schemes ranges from 53% to 90% dependent on the location of the beneficiary, the type of funding and the activity being funded. Rather than set different funding rates for each scheme, at the start of the programme the Welsh Government initially set a flat-rate of 43% funding from the EU across all schemes funded by mainstream EAFRD. After a 'lessons learned' exercise following the previous programme it considered a flat-rate to be a lower risk option, given that the EU can impose significant financial penalties across the whole programme if the funding rates as set are not adhered to. In 2016, in response to the referendum result, the Welsh Government increased the flat-rate EU funding rate from 43% to 53%. This was the highest rate that could be applied to all claims. Higher rates for certain measures and beneficiaries are allowable within EC regulation, but continuation of a flat-rate was considered preferable by the Welsh Government to reduce the risk of it applying the incorrect rate and having financial penalties applied by the EC.
- 1.5 In October 2016 the UK Government announced its funding guarantee. This pledged to replace EU funding for all projects committed to by the Welsh Government at the point of Brexit. The Welsh Government could have continued to open more schemes and increase EU funding rates further in order to draw down EU money at a faster rate, but chose not to. The Welsh Government's preference was that the RDP should run over the time frame as it was originally planned and to rely on the UK government guarantee to fund it. The Welsh Government considered that there were difficulties with expediting the programme to claim more EU funding. These difficulties are set out in **Box 2** below.

Box 2 – factors that the Welsh Government state limited their ability to further expedite the Rural Development programme

A potential reduction in the size of the RDP

The Welsh Government considered that increasing EU co-financing rates further would have reduced the size of the overall programme. That is, by claiming EU funding at a higher rate, the EU pot would have been exhausted more quickly. While the value of the EU pot would have remained the same, the co-financing element by the Welsh Government would have been smaller because it would have contributed a smaller proportion to each claim paid.

The overall impact of this would have been less money spent on the RDP. However, the Welsh Government did not consider whether there were other ways that they could have spent the same amount of money outside of the RDP in order to both maximise EU funding and maintain the same level of benefit for rural development in Wales.

Risk of weakened controls

The Welsh Government considered that there was an increased risk of internal financial controls being compromised and schemes being less robust or claims ineligible. This in turn could have led to financial penalties and clawbacks by the EU.

Limited staff resource

A lack of capacity within the Welsh Government's Scheme Management Unit has stifled the ability to open and administer more schemes. As at March 2018 there was a backlog of 132 projects still in appraisal stage.

Competition limitations

Given the regulatory requirement for the programme to be competitive, the Welsh Government does not have any projects held under consideration which can be called upon in order to quickly commit funds.

Box 2 – factors that the Welsh Government state limited their ability to further expedite the Rural Development programme

Planning of co-financing

All of the co-financing in the programme comes from the Welsh Government. However, it does not commit to its co-financing budget for the lifetime of the programme (including N+3 years). Co-financing is set on an annual basis, alongside the wider Welsh Government budget. The amount of co-financing available tends to be the same from year-to-year and does not match the known patterns of the programme, with spend lower in the early years and rising at later points. As such, the co-financing has tended to be underspent early in the programme but becomes a potential barrier later in the programme. The Welsh Government has been reluctant to open new schemes that would cover future years, without certainty that the necessary co-financing will be available.

- 1.6 As of March 2018, the Welsh Government had committed almost two-thirds of the EU funding (£378 million).

Exhibit 4 – position of the 2014-2020 EU funding for the RDP at end of March 2018



- 1.7 The Welsh Government had plans to take it to what it considered to be 100% commitment by March 2019 to maximise the UK funding guarantee. All EU funding was allocated to Intermediate Bodies. Intermediate bodies are internal departments of the Welsh Government that take managerial responsibility for delivering a series of schemes under the RDP. The Intermediate Bodies had a pipeline of schemes worth £109 million of which £83.9 million would not be committed to signed projects before March 2019. The Welsh Government did not seek to clarify whether such a commitment to an internal department without an underlying signed project would fit the terms of the UK Government's funding guarantee until November 2017.
- 1.8 It is too early to judge the likely impact of the funding in terms of the benefits it achieves and whether the original expectations or targets will be met. The Welsh Government measures and reports progress against a wide range of detailed measures. **Exhibit 5** sets out the key performance measures that the Welsh Government reports having achieved by the end of March 2018.

Exhibit 5 – the Welsh Government's key indicators for the EAFRD programme as at 31 March 2018

	Progress	Target
Physical area supported	689,186 hectares	688,000 hectares
People in training	6,400	13,000
Agricultural holdings supported	882	3,773

Source: Welsh Government data

If there is a Withdrawal Agreement, EU funding will continue largely unchanged so there is a limited risk of Wales losing out substantially

- 1.9 If the draft Withdrawal Agreement is agreed between the UK and EU, then under the terms of the draft Withdrawal Agreement, Wales will continue to be able to participate in the 2014-2020 programme until its end. In accordance with EU rules the Welsh Government has plans in place to commit all EU funding to signed projects by December 2020 and to spend and claim all funding by the end of the programme in 2023.
- 1.10 Even with a Withdrawal Agreement in place, Wales could lose out on some funding if projects underspend. The Welsh Government has the option to mitigate this risk by overcommitting funds. Given the uncertainty of future funding the Welsh Government may need to be more cautious about over-commitment, thereby increasing the risk that it is unable to balance out and redistribute underspends. For each 1% of the value of the EU funding underspent, Wales would lose around £5.2 million.

There was a significant risk of Wales losing out on funding in a no deal scenario until the UK Government very recently extended its guarantee

Under the previous terms of the UK Government guarantee, there was a significant risk of Wales losing funding if there is no Withdrawal Agreement in March 2019

- 1.11 If the UK leaves the EU without a deal in March 2019, EU funding to Wales will stop. The UK Government's guarantee in October 2016 said that it would replace funding for 'all structural and investment projects' that have been 'signed before the UK leaves the EU'. As previously drafted, the guarantee only covered funding for projects approved by 29 March 2019.

- 1.12 The Welsh Government had allocated all EU funding to Intermediate Bodies, which it expected to be covered by the UK Government guarantee. Of this, £83.9 million would not be committed to individual projects by March 2019. As reported above the Welsh Government did not begin to seek clarification on whether the terms of the guarantee would include the use of Intermediate Bodies until November 2017. The UK Government produced a draft guidance note on the detail of the guarantee in June 2018 and this confirmed that the intermediate body commitment would not fall within the scope of the guarantee. As a result there was a significant risk that Wales would have lost the £83.9 million unless the Welsh Government could have rapidly developed new schemes or signed-up projects in a very short space of time.
- 1.13 There could also have been losses to Wales due to a lack of flexibility to move funds around between projects and schemes after Brexit. In a programme of this size, some projects and schemes will inevitably spend less than they planned. Under EU rules, the Welsh Government has some flexibility to redirect underspends at a scheme or project level to other projects and schemes up to the end of the programme period. However, it was not clear that the UK Government guarantee, which was specifically related to approved projects, would allow such flexibility to move funding beyond the point at which the projects had been approved and the funding guaranteed. Therefore, any underspends could have been lost to Wales.

The UK Government has recently extended the guarantee with the new terms significantly reducing the risk of Wales losing funding in a no deal scenario

- 1.14 In February 2018, the UK Government's Department for Environment, Agriculture and Rural Affairs produced a White Paper on the future of agriculture after Brexit. The White Paper referred to a Conservative Government manifesto commitment and stated that 'we will maintain the same cash total funding for the sector until the end of this parliament: this includes all EU and Exchequer funding provided for farm support under both Pillar 1 and Pillar 2 of the current CAP. This commitment applies to each part of the UK'. Taken literally, the White Paper appeared to offer a blanket guarantee that Wales would get the full allocation under the current RDP. However, Welsh Government officials confirmed with the UK Government that it only related to new funding after 2020, not the current round. Therefore, at that point the UK Government guarantee to fund projects approved by March 2019 still stood.

- 1.15 On 24 July 2018, the UK Government announced that it was extending its guarantee of EU funding to cover all projects signed before end of December 2020. As drafted, this extension of the guarantee significantly reduces the risks associated with both not committing funding and underspends in a no deal scenario. However, the precise impact will become clearer as the UK Government sets out further details on how the guarantee will work in practice.
- 1.16 The Welsh Government Rural Development division along with the Welsh European Funding Office (WEFO) attempted to try to clarify the UK Government's interpretation of the guarantee. **Box 3** sets out the areas where WEFO on behalf of the Welsh Government had asked for further detail. The UK Government intends to produce updated guidance on the extended guarantee in the near future, which we understand will address some of the issues that were raised. Ultimately, the scope of the guarantee is a decision for the UK Government.

Box 3 – key areas where WEFO has sought clarity over the UK Government guarantee

Project/scheme variation flexibility

Will the UK Government permit variations to agreed projects committed at 29 March 2019 and still regard varied commitments to be covered by the guarantee?

Impact on other funding

Can the UK Government confirm the guarantee will not impact on any other funding earmarked for Wales?

Overall value of guarantee

How and when will the UK Government determine whether there is a Sterling value of the ceiling on its guarantee?

Regulations

What existing EU regulations does the UK Government expect to retain and what audit and inspection process will be required post Brexit?

Cut-off point

Will the UK Government meet any amounts that are in the system at the point of Brexit?

Technical assistance

Will the UK Government continue to fund WEFO staffing and other training, advice and support costs under the guarantee?

There is a wider risk to the UK funding position in a no- deal scenario

- 1.17 Although this report focuses on the risks to Wales, there is a wider risk to the UK funding position in a no- deal scenario. In a no- deal scenario, the gap in funding the programme would be covered by the UK Government. The size of that gap depends in part on the amount of EU funding that Wales (and other parts of the UK) can draw down from the EU before Brexit. To draw down funding from the EU, projects first need to spend the money then submit a claim to the Welsh Government. The Welsh Government then pay the claimant and draw down the funding from the European Union.
- 1.18 At the start of the programme the EU set out their overall funding budget to the Welsh Government in annual allocations from 2015 to 2020. These allocations are the maximum amounts that Welsh Government can draw down in that year. The N + 3 rule then allows the allocation to be claimed up to three years after. Beyond the three years that funding is lost. To date the Welsh Government have met all N + 3 targets and no funding has been lost.
- 1.19 In a typical programme it is usual for annual allocations not to be fully used within the year, and for member states to make use of the N + 3 periods to claim their full funding. However, given Brexit, and in the event of a no- deal scenario this timetable for claiming EU funds will shorten considerably to March 2019. At the end of 2018, the Welsh Government intends to have claimed £192 million (43%) of the £445 million cumulative EU allocations available to them by that date. It is therefore almost certain that three months later Wales will not have been able to draw down the total EU allocation available to them before Brexit in March 2019.
- 1.20 In [paragraph 1.5](#) above we report the Welsh Government's view that there were logistical difficulties and risks in expediting the programme in order to maximise the funding coming from the EU prior to Brexit. These included potential limitations in Welsh Government resources to deliver more schemes or the availability of Welsh Government co-financing.
- 1.21 It is difficult to be sure exactly how much more the Welsh Government could have spent had it chosen to accelerate the programme, but it is clear that in a no deal scenario the amount of funding that will need to come from UK, rather than EU sources, is likely to be higher as a result of the Welsh Government's decision not to expedite the programme.

Part 2

The Welsh Government has checks and balances to ensure that it complies with strict EU rules, but needs to strengthen scrutiny and risk management of the overall RDP



- 2.1 This part of the report considers the arrangements in place to:
- a ensure that projects only use money in line with EU rules; and
 - b monitor progress with the overall programme.

The Welsh Government has checks and balances to ensure that it complies with strict EU rules

- 2.2 The Rural Development Programme document sets out how the Welsh Government matches its priorities to those of the EU funding programme. In developing the Rural Development Programme, the Welsh Government chooses which EU 'measures' it will adopt and how much of the available funding it will allocate to each. Once the Rural Development Programme document is approved by the EU, the Welsh Government sets up specific schemes to deliver the activities outlined in the RDP. Each scheme must directly match at least one EU measure. Several of the schemes, such as Glastir, are well established and have been run under previous funding rounds. All schemes are subject to Ministerial approval and must demonstrate that they are aligned to both the EU priorities and the Welsh Government's own objectives.
- 2.3 Each scheme has its own set of criteria. For most schemes farmers or organisations need to apply through an expression of interest. Officials then review the applications to determine whether they meet the criteria. The Welsh Government has streamlined the application process and provides clear instructions and guidance to applicants. The Welsh Government also offers considerable administrative support to potential applicants.
- 2.4 The Welsh Government has sought to learn and apply lessons from previous programmes. Following the completion of the last RDP 2007-2013, the Welsh Government met with a number of stakeholders and carried out a public consultation to gather views on the strengths and weaknesses of the programme. This identified areas of good practice to continue, and areas for improvement which were factored into the design of the current RDP arrangements. This included the creation of a specific 'Scheme Management Unit' (SMU) to streamline the set up and administration of applications and claims, and a simplification of the financial structure of the programme to make the administration of funding clearer and easier.

- 2.5 Under EU Regulations, the Welsh Government must comply with a series of control standards. These standards cover a range of issues, including ensuring that EU funding is only awarded and spent on things that the EU deems eligible. The Wales Audit Office reviews the Welsh Government controls over Rural Development Funding every year to provide assurance over the compliance with the required standards⁷. The controls are also subject to periodic review by the EU. If the Welsh Government cannot demonstrate that its controls meet the required EU standards, it could result in financial penalties being imposed by the EU.
- 2.6 The Wales Audit Office concluded in 2015, 2016 and 2017 that in general, the Welsh Government complied with the EC control standards. In 2016 and 2017 the Wales Audit Office reported one area for improvement where officers were making administrative mistakes in interpreting scheme rules and determining the eligibility of claims for funding. In response to the Wales Audit Office findings, the Welsh Government implemented an action plan of training and guidance for officers. Our 2018 audit will follow up whether this action plan has been successful.

There is scope to strengthen oversight and risk management of the overall RDP

- 2.7 Risk management arrangements in relation to the RDP are not coordinated, with responsibilities divided within the Welsh Government. The Rural Development Division is tasked with managing operational risks, the Brexit liaison team manage the risks associated with the Brexit interface with UK government, and the Welsh Government Finance Department consider financial risks. No central risk management arrangements are in place to bring all risks associated with the RDP and Brexit together and our work identified that the arrangements are not fully understood by officials. As such, there is a possibility that key risks are not captured and considered. For example, whilst the Welsh Government officers understood some of the risks associated with the UK Government's guarantee, the detailed considerations of the risks to the Welsh Government's financial position and the delivery of the RDP is not documented on any of the relevant risk registers.

⁷ Article 5(3) and 6 of Commission Implementing Regulation (EU) No 908/2014 sets out the requirement for member states to appoint a 'Certification Body' to audit their annual agricultural fund accounts and internal controls and report their findings to the EC. The Wales Audit Office work in a consortium of UK auditors to provide this Certification Body function to the UK member state. The Wales Audit Office deliver the Welsh Government element of the audit.

- 2.8 The Programme Monitoring Committee (PMC), which comprises independent members and officials from the EU, oversees the overall programme alongside the EU Structural Funds programme. We found that the level of scrutiny of the Rural Development Funding at the PMC is limited in comparison to EU Structural Funds.
- 2.9 PMC members have themselves expressed concern over their lack of detailed understanding of the Rural Development Funding. The financial and management information regarding the progress of the RDP that the Welsh Government provides to the PMC is unclear and sometimes inaccurate. For example, the term ‘commitment’ is used to describe three scenarios:
- commitments made to scheme EOI windows and other activities;
 - commitments to projects underpinned by a signed contract with a beneficiary; and
 - commitments to projects underpinned by a signed contract with a beneficiary with the exception of annual payments where only the current year’s payment is included once the claim has been received (the definition used for some EC returns).
- 2.10 The Welsh Government recognises some of the limitations of PMC to offer robust scrutiny of the management and delivery of RDP and has taken some steps to improve matters. It has offered training to PMC members to help them better understand the rural Development Funding but take up by PMC members has been limited. They have also recently made PMC papers available to members in advance of meetings to give them more time consider the progress of the RDP.

Part 3

It is not yet clear what will replace European Union agricultural funds post-Brexit but the Welsh Government is trying to shape debate



- 3.1 This part of the report looks at emerging plans for replacing EU agricultural funds post-Brexit. This section does not comment on the merits of the plans. At the time of drafting this report, the Finance Committee of the National Assembly for Wales is holding an inquiry into the replacement of EU funds, and the Welsh Government has published a Green Paper consultation document, 'Brexit and our land: Securing the future of Welsh farming'⁸. We have set out the position of the UK Government and the Welsh Government on the future of agricultural funds at the time of drafting. Ultimately, the question of which tier of government is responsible for any replacement scheme is a political and constitutional matter to be resolved between the UK Government and the devolved governments.

The UK Government has set out a broad vision for agriculture in England and a transition phase but recognises that devolved governments will decide their own priorities

- 3.2 In February 2018, the UK Government published a consultation paper⁹ setting out its ambitions for the future of farming and the environment after the UK leaves the EU. This consultation paper included reference to a Conservative government manifesto commitment to provide devolved administrations with an annual budget for farm support equal to the annual average cash total for farm support under both pillars across the 2014-2020 programme. It will be for the UK Government and devolved administrations to determine how to spend that money.
- 3.3 The paper does not comment on the level of funding after 2022. Evidence presented by the Minister for Agriculture to the House of Commons Welsh Affairs Committee in May 2018¹⁰ also made it clear that the total level of UK funding for agricultural support post-2022 has yet to be confirmed.

8 Welsh Government, **Brexit and our land: Securing the future of Welsh farming**, July 2018

9 Department for Environment, Food and Rural Affairs, **Health and harmony: the future of food, farming and the environment in a Green Brexit**, February 2018.

10 House of Commons Welsh Affairs Committee, **Brexit: priorities for Welsh agriculture**, July 2018

- 3.4 The UK Government's consultation closed on 8 May 2018 and it has subsequently introduced an Agriculture Bill that sets out its vision for Agricultural policy that distinguishes it from the European Union's Common Agricultural Policy. The Bill had its second reading in the House of Commons on 10 October 2018. Whilst the UK Government's position is that its vision for future Agricultural policy could work for the whole of the UK it recognises that devolution provides Wales with the powers to decide its own priorities. However, the consultation paper also referred to the possible establishment of common frameworks where necessary in order to enable a well-functioning internal market across the United Kingdom, compliance with international obligations and protection of common resources.
- 3.5 In addition to the Agriculture Bill, the UK Government intends to develop a UK Shared Prosperity Fund. This may apply to non-agricultural schemes currently funded from the RDP. Further details around the UK Shared Prosperity Fund and the Welsh Government response to this are included in our recently published report, [Managing the impact of Brexit on EU Structural Funds](#).¹¹ The Welsh Government has set out its vision for agricultural policy in Wales post Brexit and wants full control and funding to be devolved.
- 3.6 In February 2018, the Cabinet Secretary for Environment and Rural Affairs outlined a vision for future land management in Wales, to address economic realities, help prepare for Brexit and integrate land use with the Welsh Government's broader ambitions in the Well-Being of Future Generations and Environment Acts. They are summarised in a set of five principles ([Box 4](#)) to underpin reform in Wales.

Box 4 – the Welsh Government's principles for change

- keep farmers, foresters and other land managers on the land
- food production is vital
- a need for a prosperous and resilient Welsh land management industry whatever the nature of Brexit
- future support will focus on delivering additional public goods
- all land managers should be able to access new schemes

Source: Welsh Government

¹¹ [Managing the impact of Brexit on EU Structural Funds](#), paras 3.2- 3.5.

- 3.7 Building on these principles, in July 2018, the Welsh Government set out its own proposals for agricultural policy after the UK leaves the EU in **Brexit and our land: Securing the future of Welsh farming**. The proposals seek views on:
- a new land management programme consisting of an economic resilience scheme and a public goods scheme to replace the CAP; and
 - how the specific schemes that will deliver the support should be designed.
- 3.8 The paper sets out the Welsh Government's objection to any reduction in funding as a result of the UK leaving the EU, which would jeopardise its ability to support the activities that are currently funded through EAFRD and EAGF. The Welsh Government is calling for a new, rules-based system of replacement funding, which ensures the allocation of resources within the UK is based on relative need and not the Barnett Formula¹².
- 3.9 In setting out its thinking on the future of agricultural funding, the Welsh Government has sought to learn lessons from its experience of managing agricultural funds for rural development and proposes a phased transition plan to move from old to new schemes by 2025. The Welsh Government's policy paper is clear that the EU's common agricultural policy does not do enough to deliver the required outcomes for Wales and outlines a case for bespoke support in Wales. The paper also outlines that future UK frameworks (**paragraph 3.3**) must recognise that Wales' land is different and that its communities and sectors are different and allow flexibility to make policies reflecting the unique context in Wales.
- 3.10 The Welsh Government is engaging with stakeholders to obtain views on its proposals through an online consultation and a series of open meetings being held until 30 October 2018. It intends to bring forward details proposals by spring 2019 and publish legislation by the end of the Assembly term.

¹² The Barnett formula is a system for allocating grants to Northern Ireland, Scotland and Wales. A full explanation can be found in our **Guide to Welsh Public Finances**, July 2018

Appendices

Appendix 1 – Audit methods

Appendix 2 – List of schemes



Appendix 1 – Audit methods

Document review and data analysis

We reviewed a wide range of documentation including:

- Welsh Government guidance documents
- Independently commissioned reviews of the Programmes
- European Commission audits
- Wales Audit Office external audits of Agricultural Funds accounts and control systems
- Financial and performance data provided by the Welsh Government
- Ministerial briefings
- Minutes from various meetings including the Programme Monitoring Committee

Interviews

We have discussed the administration of the programmes with Welsh Government senior officials and held a series of interviews to discuss emerging findings and clarify key aspects of the programmes.

Observations

We attended and carried out observations at the December 2017 and May 2018 Programme Monitoring Committee meetings.

Appendix 2 – List of schemes

Scheme	Purpose
Farm Business Grant Scheme	Helps farmers to improve economic and environmental performance of their agricultural holdings. The grant provides a financial contribution towards capital investments in equipment and machinery.
Sustainable Production Grant Scheme	Helps farmers develop more sustainable, profitable and resilient farm businesses. The grant provides a financial contribution towards capital investments in equipment and facilities that relate to: <ul style="list-style-type: none"> • Animal health and welfare • Crop storage • Production housing and handling • Renewable energy production • Soil and crop management
Food Business Investment Scheme	Provides support to primary producers of agricultural products and businesses that do first and/or second stage processing activities in Wales.
Cooperation and Supply Chain Development Scheme	Supports the development of new products, practices, processes and technologies in the agriculture, forestry and food sectors.
Sustainable Management Scheme	Supports collaborations aimed at improving natural resources and benefits they provide including reducing greenhouse gas emissions and improving business and community resilience to the impacts of climate change.
Rural Community Development Fund	Grants primarily to community-based organisations for a wide range of activities to help meet local needs and strengthen communities.

Scheme	Purpose
Timber Business Investment Scheme	Supports improvements in value of forests, for example by enabling woodland management activities, timber harvesting and/or in-forest or small-scale timber processing.
Co-operative Forest Planning Scheme	Supports a range of activities aimed at encouraging planning and creation of broadleaved and conifer woodland.
European Innovation Partnership Wales	Supports the development of research and innovation in agriculture and woodlands.
LEADER	Supports local development and capacity building in rural communities.
Knowledge Transfer and Innovation Scheme	Supports the development of a more professional, profitable, diverse and resilient land based sector targeting farming and forestry businesses.
Rural Business Investment Scheme	Support projects that off clear benefits to the food and drink industry.
Glastir	Scheme designed to deliver specific environmental goods and services aimed at combating climate change, improving water management & maintaining and enhancing biodiversity.

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**COFNODION GRWPIAU PERTHNSAOL I'R
PWYLLGOR ARCHWYLIO**

Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:
I dderbyn y cofnodion.

Y Rhesymau:

Fe nodwyd yn Amodau Gorchwyl y Pwyllgor Archwyllo bod angen derbyn cofnodion y Grwp Rheoli Risg ynghyd â materion ym mherthnasol i drefniadau sy'n ymwneud a Threfn Rheoli Corfforaethu a Threfniadau Ariannol.

Ymgynghorwyd â'r pwyllgor craffu perthnasol: AMHERTHNASOL

Angen i'r Bwrdd Gweithredol wneud penderfyniad: AMHERTHNASOL

Angen i'r Cyngor wneud penderfyniad: AMHERTHNASOL

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:

Cynghorydd David Jenkins

Y Gyfarwyddiaeth:

Gwasanathau Corfforaethol

**Enw Pennaeth y
Gwasanaeth:**

Helen Pugh

Awdur yr Adroddiad:

Helen Pugh

Swyddi:

Pennaeth Refeniw a
Chydymffurfio Ariannol

Rhif ffôn: 01267 246223

Cyfeiriad E-bost:

[HLPugh@sirgar.gov.uk](mailto:HPugh@sirgar.gov.uk)

EXECUTIVE SUMMARY

AUDIT COMMITTEE 14TH DECEMBER 2018

MINUTES OF RELEVANT GROUPS TO THE AUDIT COMMITTEE

To provide Members with minutes from supporting Governance Groups for information.

The following Minutes are attached:

1. Grants Panel Minutes – 19th September 2018
2. Risk Management Steering Group – 23rd November 2018

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Helen Pugh - Head of Revenues and Financial Compliance

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Helen Pugh - Head of Revenues and Financial Compliance

- 1. Scrutiny Committee** : Not Applicable
- 2. Local Member(s)** : Not Applicable
- 3. Community / Town Council** : Not Applicable
- 4. Relevant Partners** : Not Applicable
- 5. Staff Side Representatives and other Organisations** : Not Applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Mae'r dudalen hon yn wag yn fwriadol

**MINUTES OF THE GRANTS PANEL MEETING HELD ON
19th SEPTEMBER 2018 IN RESOURCES CONFERENCE ROOM, COUNTY
HALL.**

PRESENT: Randal Hemingway, Head of Financial Services
Helen Pugh, Head of Revenues & Financial Compliance
Nia Thomas, Chair of PWG, Education & Children's Services (Revenue)
Alan Howells, Chair of PWG, Environment
Les James, Chair of PWG, Community Services
Caroline Powell, Principal Auditor, Internal Audit (IA)
Delyth Thomas, Grants Compliance Officer (GCO)
Kate Havard, Financial Audit Team Leader, Wales Audit Office (WAO)

APOLOGIES: Stuart Walters, Economic Development Manager
Simon Davies, Chair of PWG, Education & Children's Services
(Capital)
Helen Morgan, Economic Development Manager

	SUBJECT	ACTION
1.0	<p><u>Minutes of the last meeting</u></p> <ul style="list-style-type: none"> The minutes were agreed. 	
2.0	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> The Internal Audit report of the Environmental & Sustainable Development Directorate Revenue Grant is still at draft stage. Issues were reported in the last Grants Panel meeting on the Flying Start grant funded project. An update on progress has been fed back to the Education & Children's Services (Revenue) PWG meeting and to Grants Panel confirming that following structural changes put in place these have been now been resolved. Confirmation to be sought from the Director of Corporate Services and Director of Regeneration & Policy on whether City Deal needs to be a regular item on the Grants Panel agenda. 	<p>HP</p> <p>RH</p>
3.0	<p><u>Wales Audit Office - Update</u></p> <ul style="list-style-type: none"> An update on the audits of the claims and returns for 2017/18 was provided by WAO: <ul style="list-style-type: none"> Housing Benefits, Teachers Pension and NDR audits are ongoing with no issue to report to date. 	

	SUBJECT	ACTION
	<ul style="list-style-type: none"> ○ the audits of the Communities First grant and Pooled Budgets have commenced. • The audit of the Summary Statement of Certified Welsh Government Grants is in progress and needs to be completed by 31st October 2018. The Welsh Independent Living Grant which was included on the statement is no longer subject to audit. WAO to confirm if there are any outstanding queries to which they have not yet received a response. • WAO anticipate that all audits will be completed by 30th November 2018. • Where WG grants are required to be audited by both IA and WAO, the WAO Technical Team are currently working with WG to review the audit requirements to ensure that there is no duplication. This issue will also be referred to the Welsh Treasurers Group and WLGA. 	<p>KH</p> <p>RH</p>
4.0	<p><u>Internal Audit - Update</u></p> <ul style="list-style-type: none"> • The audits of the Education Improvement Grant and the Pupil Deprivation Grant for 2017/18 needs to be completed by 21st September 2018 in order to meet the WAO audit deadline of 30th September 2018 for ERW. It is noted that the Authority has only recently received the Authority's claim from ERW for auditing. • The audits of the Supporting People and Rent Smart Wales projects have been completed and are awaiting certification. • The audits of Homelessness Transitional Funding, Enable (Support for Independent Living) and Homelessness Prevention Grant are still ongoing but the WG deadlines will be met. • Following the audit of Supporting People, it is reported that there was an underspend on the project for 2017/18. Currently there is an opportunity to vire money between projects within the Tackling Poverty Programme, however this needs to be actioned in October/November 2018 which is considered too early to assess the need to 	

	SUBJECT	ACTION
	<p>vire any monies. It has been agreed that WG be contacted regarding this and whether it can be agreed to vire monies at a later date instead.</p> <ul style="list-style-type: none"> The chairpersons of the PWGs have been requested to remind project managers to read the Terms & Conditions of grants and to pay attention to the audit requirements as a number of grant funded projects that require an audit certificate by IA have been submitted late for auditing. A request has been made to the chairpersons of the PWGs to let IA know if there are any grant funded projects that they want IA to review. A number of days have been allocated in the Audit Plan to carry out this work. 	<p>NT/RH</p> <p>All Chairs</p> <p>All Chairs</p>
5.0	<p><u>Project Working Groups – Update</u></p> <ul style="list-style-type: none"> Minutes of PWG meetings were circulated to Grants Panel members for: <ul style="list-style-type: none"> Education & Children’s Services (Revenue): 13/5/18 & 20/7/18 Chief Executives: 23/1/18 & 27/3/18 	
6.0	<p><u>New & Proposed Projects</u></p> <ul style="list-style-type: none"> WG have awarded PDG Access which is a replacement for the former School Uniform Grant. WG have agreed in principle a capital grant award for Reducing Infant Classes Sizes. The Authority is currently awaiting for the award letter and Terms & Conditions. 	
7.0	<p><u>Grants Register 2018/19</u></p> <ul style="list-style-type: none"> A list of all grants awarded to the Authority was presented to Grants Panel. A request was made to the chairpersons of the PWGs to confirm the grants awarded within their service area and should there be any changes required to forward these details to the GCO. 	All Chairs

	SUBJECT	
	<ul style="list-style-type: none"> Concerns were raised that the Authority is still waiting to receive details of the 2018/19 grant allocation and the terms & conditions for Education Improvement Grant and the Pupil Deprivation Grant from ERW. As a result schools have not received details of their allocation for the year. Clarification to be sought if the Intergrated Care Fund should be considered as a grant and included on the grants register. 	<p>□</p>
8.0	<p><u>AOB</u></p> <ul style="list-style-type: none"> Within the WG Terms & Conditions there is a funding pre-condition stating that the Authority needs to provide the following: <i>documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so</i> It has been agreed that the GCO contact the Legal Section so that a letter be issued with the extract from the Authority's constitution with details of the post holders who have delegated authority to sign the acceptance of grant. A training session to be arranged for officers within Education & Children's Services who have not had grants compliance training previously. 	<p>DT</p> <p>DT/CP</p>
9.0	Date of next meeting – 2:00pm on 14 th November 2018 Resources Conference Room County Hall	

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Meeting Room 2, Municipal Buildings, Llandeilo Friday, 23rd November 2018.

Members Present:			
Helen Pugh (Chair)	Corporate Services	Head of Revenues and Financial Compliance	HLP
Cllr David Jenkins	Executive Board Member (Corporate Services)	Executive Board Risk Champion	DJ
Jonathan Fearn	Environment	Chair of Property & Liability Risks Working Group	JF
Simon Davies	Education & Children	Education & Children Risk Champion	SD
Julie Standeven	Corporate Services	Principal Risk Officer	EJS
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB
John M Williams	Chief Executive's	ICT Operational Delivery Manager	JMW

Item No	Subject	Action
1.	Apologies Stephen G Pilliner – Chair of Transport Risks Working Group Alan Howells – Environment Risk Champion Adryan Jones – Strategic Advisor (H&S), Chief Executive's Richard Davies – Principal Officer, Communities Sue P John – School Organisation and Admissions Manager, Education & Children Kelvin Howell – Building Manager (Minor Works), Environment Nicola J Evans – Business Support Manager, Regeneration & Policy	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Wednesday, 4th July 2018, were confirmed as a true record.	
2.1	Matters arising from Risk Management Steering Group Minutes.	
2.1.1	Fire Management Review HLP advised that discussions ongoing with <i>Rescue 365</i> to consider review options. Possible other options include: <ul style="list-style-type: none"> • Peer Review • Framework Contractors • H&S Consultant • Internal Audit Review 	

2.1.2	Claims Statistics Claims statistics to be included as Agenda item at next meeting of the Group.	EJS
3.	Minutes of Contingency Planning Working Group Meeting – 6th November 2018 The Minutes were noted.	
3.1	Matters arising from Contingency Planning Working Group Minutes	
3.1.1	Business Impact Analysis / Business Continuity Plans CPWG members to be reminded that review of BIAs and BC Plans to be completed by 14 th December 2018.	EJS
3.1.2	IT Priority Systems CPWG members to be reminded that all departments need to consider how they would continue to provide services in the event of an IT Systems failure. Target Date : 14 th December 2018	EJS
3.1.3	Corporate / Service Risk Registers HLP advised that <ul style="list-style-type: none"> the Corporate Risk Register was received by Audit Committee on 28th September 2018. The 2018 Corporate Risk Register to be reviewed by Corporate Management Team – February 2019 Service Risk Registers to be reviewed as part of the Business Planning Process – Target Date : 30th November 2018 Wales Audit Office to complete a review of the Council's Risk Management arrangements Safeguarding Risk Register is administered by the Performance, Analysis and Systems Unit of the Communities Department 	
4.	Minutes of Property & Liability Risks Working Group Meeting – 26th October 2018 The Minutes were noted.	
4.1	Matters arising from Property & Liability Risks Working Group Minutes	
4.1.1	QE High The School have confirmed the successful completion of Phase 1 of the installation of Open Plan Toilets. Report and bid for Phase 2 to be considered at next meeting of RMSG.	
4.1.2	Alarm Receiving Centre EJS to discuss with the Council's Brokers the transfer of the Careline service to a Local Authority Trading Company. Update to be provided at next meeting.	EJS
4.1.3	Ysgol Gwenllian A request had been made by the School for the Group to review its decision to reject the bid to rebuild a section of the boundary wall. It was agreed that the Group's decision be upheld as this was a maintenance issue and did not fall within the remit of the RMSG.	

5.	Minutes of Transport Risks Working Group Meeting – 8th November 2018 The minutes were noted.	
5.1	Matters arising from Transport Risks Working Group Minutes	
5.1.1	Traffic Management Review of School Sites JB advised that the review is ongoing following the completion of the <i>Whole Site Risk Assessment</i> by Schools. Update to be provided at next meeting.	SD/JB
6	Minutes of CCTV Officer Working Group Meeting – 8th June 2018 The minutes were noted.	
6.1	Matters arising from CCTV Officer Working Group Minutes	
6.1.1	HLP advised that progress is being made to complete the Corporate CCTV Policy and Register. Regulation of Investigatory Powers Act (RIPA) training being arranged.	
7	Bids for Financial Assistance	
7.1	CEX – ICT – Digital Transformation Project Officer This bid related to the funding for a post of Digital Transformation Project Officer for 1 year to focus on information management. It was agreed that the Corporate Bid (i.e 100% of the estimated cost) be approved in principle, subject to the successful outcome of the pilot currently underway.	
7.2	COMM – Extension of RM Bid 344 – Digitising of Museum Management Records – Documentation Assistant This bid related to the funding of a Documentation Assistant post within the Carmarthenshire Museum Service for the purpose of digitising a backlog of museum management records and auditing collections. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
7.3	COMM – Purchase of Lone Working GPS/Man-Down System for Pembrey Country Park This bid related to the purchase of a Lone Working GPS/Man-Down System for use by the Ranger Team at Pembrey Country Park. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
7.4	E&C – St John Lloyd School This bid related to the provision of fencing at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
7.5	E&C – Ysgol Llanddarog This bid related to the provision of fencing at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
7.6	E&C – Ysgol Llechyfedach This bid related to the provision of pedestrian gates at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	

7.7	E&C – Bryngwyn School This bid related to the provision of safety barriers at the main entrance of the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
7.8	E&C – Ysgol Y Ddwyllan This bid related to the installation of a sterile main entrance/foyer at the School. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. School to monitor the position for 3 months following the implementation of <i>Parent Pay</i> and provide a report to the next meeting of the Group. JB to provide details to be recorded by the School.	
8	Any Other Business	
8.1	School Bids for consideration – Revised Procedure It was agreed that all future bids from Schools must be submitted via the School Organisation and Admissions Manager.	
8.2	Insurance Tender – 2019 HLP advised that the Council’s insurance policies will be the subject of a tender exercise at the 2019 renewal	
9	Next Meeting Date to be advised.	

Dydd Gwener, 28 Medi 2018

YN BRESENNOL: Y Cynghorydd T.M. Higgins (Cadeirydd)

Y Cynghorwyr:

K.V. Broom, G.H. John, A.G. Morgan, E.M.J.G. Schiavone, B. Thomas, E.G. Thomas a D.E. Williams

Yn bresennol o Swyddfa Archwilio Cymru:

Mr J. Garcia a Ms A. Lewis

Roedd y Swyddogion canlynol yn bresennol yn y cyfarfod:

C. Moore, Cyfarwyddwr y Gwasanaethau Corfforaethol
N. Edwards, Rheolwr Diogelu a Chomisiynu
R. Hemingway, Pennaeth y Gwasanaethau Ariannol
I. Jones, Pennaeth Hamdden
H. Pugh, Pennaeth Refeniw a Chydymffurfiaeth Ariannol
P.R. Thomas, Prif Weithredwr Cynorthwyol (Rheoli Pobl a Pherfformiad)
A. Williams, Pennaeth y Gwasanaethau Amgylcheddol a Gwastraff
D. Llewellyn, Rheolwr y Rhaglen Foderneiddio
G. Morgan, Pennaeth y Gwasanaethau Democrataidd
N Thomas, Uwch-reolwr Hamdden Awyr Agored
A. Wood, Rheolwr Strategol Adnoddau Dynol
S Owens, Rheolwr Cyfleusterau Actif
M.S. Davies, Swyddog y Gwasanaethau Democrataidd
Siambr, Neuadd y Sir - 10.00 am - 1.30 pm

1. YMDDIHEURIADAU AM ABSENOLDEB

Cafwyd ymddiheuriad am absenoldeb gan Mrs. J. James.

2. DATGANIADAU O FUDDIANNAU PERSONOL

Ni ddatganwyd unrhyw fuddiannau personol.

3. Y DIWEDDARAF YNGHYLCH AR Y CYNLLUN ARCHWILIO MEWNOL 2017/18

Bu'r Pwyllgor yn ystyried adroddiad a roddodd y wybodaeth ddiweddaraf am gynnydd y gwaith o weithredu'r Cynllun Archwilio Mewnol 2018/19. Rhoddwyd adroddiad cynnydd yn Rhan A(i) yr adroddiad ynghylch Cynllun Archwilio Mewnol 2018/19 a rhoddwyd matrices sgorio'r argymhellion yn Rhan A(ii).

Cytunodd y Swyddogion i ystyried pryder mewn perthynas â'r trosiant uchel o Ymgynghorwyr Her sy'n gweithio o fewn ERW.

PENDERFYNWYD YN UNFRYDOL dderbyn y wybodaeth ddiweddaraf am Gynllun Archwilio Mewnol 2018/19.

4. BLAENRHAGLEN GWAITH

Bu'r Pwyllgor yn ystyried y Flaenraglen Waith Flynyddol a oedd yn rhoi manylion am yr eitemau disgwylidig ar agenda cylch cyfarfodydd y Pwyllgor Archwilio 2018/19.

PENDERFYNWYD YN UNFRYDOL dderbyn y Flaenraglen Waith.

5. DIWEDDARU CYNLLUN GWEITHREDU CYFLEUSTERAU ARFORDIROL

Bu'r Pwyllgor yn ystyried y wybodaeth ddiweddaraf am y Cynllun Gweithredu Cyfleusterau Arfordirol a oedd yn crynhoi'r gwaith y cytunwyd arno a'r cynnydd hyd yn hyn gan y Tîm Cyfleusterau Arfordirol i wella ei brosesau yn dilyn crynodeb yr Archwiliad Mewnol a gyflwynwyd i gyfarfod y Pwyllgor Archwilio ar 22 Mawrth 2016.

Diolchwyd i'r staff am y gwaith a oedd yn cael ei wneud.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r cynnydd a'r amcanion gwaith parhaus.

6. ADRODDIAD SWYDDFA ARCHWILIO CYMRU YNGHLYCH GWEITHREDU'R ARGYMHELLION YR ADOLYGIAD O REOLI PERFFORMIAD POBL

Yn dilyn Cofnod 12.1 o'r cyfarfod diwethaf, cafodd y Pwyllgor y wybodaeth ddiweddaraf am y cynnydd o ran rhoi sylw i'r 9 argymhelliad a oedd wedi deillio o Adolygiad y Cyngor o Reoli Perfformiad Pobl. Roedd hyn yn cael ei fonitro gan y Bwrdd Llywodraethu Strategaeth Pobl, dan gadeiryddiaeth y Cyfarwyddwr Addysg a Gwasanaethau Plant. Rhoddwyd i'r Bwrdd y dasg o ddatblygu cynllun gweithredu manwl a gwnaed gwaith i flaenoriaethu'r meysydd hynny a oedd wedi'u nodi megis Gwastraff a Hamdden.

PENDERFYNWYD YN UNFRYDOL

6.1 dderbyn yr adroddiad a nodi'r cynnydd a oedd yn cael ei wneud;

6.2 cyflwyno adroddiad cynnydd blynyddol i'r Pwyllgor.

7. DIWEDDARU CYNLLUN GWEITHREDU CANOLFAN HAMEDDEN LLANELLI

Bu'r Pwyllgor yn ystyried adroddiad a roddodd grynoded o'r gwaith y cytunwyd arno a'r cynnydd sydd wedi'i wneud hyd yn hyn gan Dîm Rheoli Canolfan Hamdden Llanelli i wella'i brosesau yn dilyn Crynodeb o Archwiliad Mewnol a gyflwynwyd i'r Pwyllgor Archwilio yn ei gyfarfod ar 15 Rhagfyr 2017 am y tro cyntaf [gweler cofnod 3 y Crynodeb]. Roedd y crynodeb hwnnw ar sail canfyddiadau adroddiad ehangach yn 2016/18. Roedd sylw sylweddol wedi'i roi i sicrhau y cydymffurfir yn llwyr â Rheolau Gweithdrefnau Ariannol ac roedd technoleg newydd yn cael ei chyflwyno i wella'r safonau a'r cysondeb. Nodwyd bod Adroddiad Archwilio mwy diweddar wedi'i wneud yn y cyfleuster.

PENDERFYNWYD YN UNFRYDOL

7.1 dderbyn yr adroddiad a nodi'r cynnydd;

7.2 cyflwyno rhagor o wybodaeth i'r Pwyllgor yn ei gyfarfod ar 14 Rhagfyr 2018.

8. COFRESTR RISG CORFFORAETHOL

Yn unol â Chofnod 7 ei gyfarfod a gynhaliwyd ar 23 Mawrth 2018, bu'r Pwyllgor yn ystyried adroddiad ar y Gofrestr Risg Gorfforaethol, ac yn benodol, y risgiau mewn perthynas â bodloni rhwymedigaethau'r Awdurdod o ran rheoli gwastraff ac ailgylchu (gan gynnwys cyrraedd targedau tirlenwi). Cyfeiriodd Pennaeth y Gwasanaethau Amgylcheddol a Gwastraff at y ganran uchel o ddeunyddiau y gellir eu hailgylchu, gan gynnwys swm sylweddol o wastraff bwyd sy'n parhau i gael ei roi mewn bagiau bin du. O ganlyniad i hynny, mae rhaglen newid ymddygiad wedi'i dechrau lle mae tîm o swyddogion yn curo ar ddrysau er mwyn atgoffa preswylwyr am ddiben y casgliadau bagiau glas/du, sut i'w defnyddio'n gywir, a'r trefniadau ar gyfer gwaredu gwastraff bwyd. Yn ogystal, roedd y farchnad nwyddau a'r manau casglu ar gyfer deunyddiau wedi'u hailgylchu yn parhau i fod yn ansicr oherwydd bod Tsieina wedi gwahardd rhai deunyddiau sy'n effeithio ar gost a chapasiti'n gyffredinol. Fodd bynnag, byddai'r sefyllfa hon yn parhau i gael ei monitro ar gyfer atebion priodol eraill pan fo angen.

PENDERFYNWYD YN UNFRYDOL dderbyn yr Adroddiad, gan y cafodd y Pwyllgor sicrwydd bod y risgiau o ran rhwymedigaethau rheoli gwastraff ac ailgylchu yn cael eu lleihau.

9. RHEOLI'R GALW MEWN GWASANAETHAU INTEGREDIG AR GYFER POBL HŶN A PHOBL AG ANABLEDDAU CORFFOROL

Bu'r Pwyllgor yn ystyried adroddiad a roddai fanylion ar yr ystod o fentrau a oedd ar waith i ddarparu arbedion effeithlonrwydd yn y Gwasanaethau Integredig ac i reoli'r galw o fewn y gyllideb, a oedd wedi'u cyflawni dros 3 blynedd diwethaf. Pwysleisiwyd nad oes un ateb a bod angen dull amlagwedd gan gynnwys Monitro Galwadau'n Electronig, Rhyddhau Amser i Ofalu a Rhesymoli Pecynnau. Hefyd, roedd y galw am wasanaethau gydag atgyfeiriadau wedi cynyddu oddeutu 12% yn 2018, ac roedd galw mawr iawn yn y chwarter rhwng mis Ionawr a mis Mawrth, ac ym mis Awst 2018. Yn benodol, roedd y galw am ofal cartref wedi bod yn cynyddu'n raddol, a chafwyd 62 o gleientiaid newydd dros y 15 mis diwethaf. Roedd risg gyffredinol y byddai'n dod yn fwyfwy anodd parhau i wneud arbedion effeithlonrwydd o dan bwysau demograffig sy'n cynyddu.

PENDERFYNWYD YN UNFRYDOL dderbyn yr Adroddiad, gan y cafodd y Pwyllgor sicrwydd bod y risgiau'n cael eu lleihau.

10. ADRODDIAD MONITRO ABSENOLDEB SALWCH

Bu'r Pwyllgor yn ystyried adroddiad a nododd y sefyllfa diwedd blwyddyn am 2017/18 mewn perthynas ag absenoldeb salwch. Dangosodd y data y bu gostyngiad cyffredinol ers 2016/17 o ran nifer y dyddiau gwaith a gollwyd ar gyfer pob gweithiwr cyfwerth ag amser llawn (CALI), gan ostwng o 10.76 diwrnod yn 2016/17 i 10.15 diwrnod yn 2017/18. Fodd bynnag, ni chyrraeddwyd y targed cyffredinol o 9.6 diwrnod ar gyfer pob gweithiwr CALI, a gafodd ei osod gan y Tîm Rheoli Corfforaethol i hybu gostyngiad mewn absenoldeb. Roedd yr adroddiad hefyd yn rhoi gwybodaeth am y mentrau a gyflwynwyd yn ystod y flwyddyn i gefnogi'r gwaith o reoli presenoldeb mewn ysgolion ac adrannau'r cyngor.

Dywedodd y Prif Weithredwr Cynorthwyol [Rheoli Pobl] ei fod wedi gweld ers paratoi'r adroddiad uchod fod rhai o'r mentrau hyn yn talu ar eu canfed i ni gan mai nifer y diwrnodau amser llawn a gollwyd yn Chwarter 1 2018/19 oedd 2.16, o gymharu â 2.39 ar gyfer Chwarter 1 2017/18.

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad, gan y cafodd y Pwyllgor sicrwydd bod y risgiau'n cael eu lleihau oherwydd bod y Pwyllgor Craffu – Polisi ac Adnoddau wedi rhoi sylw i fater absenoldeb salwch.

11. YSTYRIED Y DOGFENNAU CANLYNOL PARATOWYD GAN SWYDDFA ARCHWILIO CYMRU:-

11.1. ADRODDIADAU LLEOL SWYDDFA ARCHWILIO CYMRU

Bu'r Pwyllgor yn ystyried adroddiadau lleol Swyddfa Archwilio Cymru ynglŷn â'r canlynol:

- Trosolwg a Chraffu - Addas ar gyfer y dyfodol?;
- Effeithiolrwydd y Pwyllgor Archwilio;
- Adroddiad Gwella Blynnyddol 2017-18.

Gwnaeth Rheolwr y Gwasanaethau Democrataidd sylw fod adroddiad Swyddfa Archwilio Cymru ynghylch 'Trosolwg a Chraffu - Addas ar gyfer y dyfodol?' wedi cael ei ystyried gan Gadeiryddion ac Is-gadeiryddion y Pwyllgorau Craffu ar 31 Gorffennaf 2018 a oedd wedi gwneud nifer o argymhellion, yn arbennig ym maes adroddiadau 'gwybodaeth' a chylch cyfarfodydd y Pwyllgor. Byddai'r rheiny'n mynd i gael eu hystyried ymhellach yng nghyfarfod nesaf y Bwrdd Gweithredol gyda Chadeiryddion ac Is-gadeiryddion y Pwyllgor Craffu.

Atgoffwyd yr aelodau y byddai ganddynt gyfle i ystyried canfyddiadau adroddiad Swyddfa Archwilio Cymru ynghylch 'Effeithiolrwydd y Pwyllgor Archwilio' mewn sesiwn anffurfiol a fydd yn cael ei threfnu maes o law.

PENDERFYNWYD YN UNFRYDOL dderbyn Adroddiadau Lleol Swyddfa Archwilio Cymru.

11.2. ADRODDIAD DATGANIADAU ARIANNOL - CYNGOR SIR GAERFYRDDIN

Am 1.00pm wrth ystyried yr eitem hon, tynnwyd sylw'r Pwyllgor at Reol 9 o'r Weithdrefn Gorfforaethol - 'Hyd y Cyfarfod' - ac at y ffaith bod y cyfarfod wedi bod yn mynd rhagddo ers tair awr. Felly

PENDERFYNWYD YN UNFRYDOL atal Rheolau'r Weithdrefn Gorfforaethol er mwyn galluogi'r Pwyllgor i ystyried yr eitemau a oedd ar ôl ar yr agenda.

Derbyniodd y Pwyllgor adroddiad yr Archwiliad o Ddatganiadau Ariannol ar gyfer Cyngor Sir Caerfyrddin 2017-18 a oedd yn crynhoi canfyddiadau'r archwiliad a gynhaliwyd. Nododd y Pwyllgor fod yr adroddiad yn nodi barn yr Archwilydd Cyffredinol ynghylch a oedd y datganiadau ariannol yn rhoi darlun cywir a theg o sefyllfa ariannol Cyngor Sir Caerfyrddin ar 31 Mawrth 2018.

O ganlyniad roedd Swyddfa Archwilio Cymru yn bwriadu cyhoeddi barn archwilio ddiamod ynghylch datganiadau ariannol Cyngor Sir Caerfyrddin cyn gynted ag y deuai'r Llythyr Sylwadau i law.

Diolchodd aelodau'r Pwyllgor i Gyfarwyddwr y Gwasanaethau Corfforaethol a'i staff am eu gwaith dyfal a'u hymrwymiad yn paratoi cyfrifon y Cyngor Sir.

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad.

11.3. ADRODDIAD DATGANIADAU ARIANNOL - CRONFA BENSIWN DYFED

Bu'r Pwyllgor yn ystyried adroddiad Swyddfa Archwilio Cymru ynghylch yr archwiliad a gynhaliwyd o Gyfrifon Cronfa Bensiwn Dyfed a oedd yn ystyried a oedd y datganiad ariannol yn rhoi golwg gywir a theg ar sefyllfa ariannol Cronfa Bensiwn Dyfed ar 31 Mawrth 2018 a'i hincwm a'i gwariant yn ystod y flwyddyn honno.

Tynnwyd sylw'r Pwyllgor at yr adroddiad manwl lle'r oedd Swyddfa Archwilio Cymru wedi barnu nad oedd unrhyw gamddatganiadau wedi'u nodi yn y datganiadau ariannol a oedd yn dal heb eu cywiro. Roedd nifer o fân gamddatganiadau wedi'u cywiro gan y rheolwyr. O ganlyniad roedd Swyddfa Archwilio Cymru yn bwriadu cyhoeddi barn archwilio ddiamod ynghylch datganiadau ariannol Cronfa Bensiwn Dyfed cyn gynted ag y deuai'r Llythyr Sylwadau i law.

Diolchodd y Cadeirydd i'r holl staff a fu'n cefnogi Cronfa Bensiwn Dyfed am y llwyddiant gwych hwn.

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad.

12. LLYTHYR CYNRYCHIOLAETH:

12.1. CYNGOR SIR GAR

Hysbyswyd y Pwyllgor ei bod yn ofynnol gan Swyddfa Archwilio Cymru, yn unol â'r Datganiad Safonau Archwilio (SAS440 – Sylwadau Rheolwyr) fod Swyddog Adran 151 yr Awdurdod yn llunio "Llythyr Sylwadau" yn flynyddol, a bod y llythyr hwn yn cael ei lofnodi gan y Swyddog a enwid uchod a Chadeirydd y Pwyllgor Archwilio. Yn ogystal, roedd yn ofynnol gan Swyddfa Archwilio Cymru i'r Pwyllgor sy'n gyfrifol am gymeradwyo'r cyfrifon o dan Reoliad 8 o'r Rheoliadau Cyfrifon ac Archwilio i gydnabod ymateb y Swyddog Adran 151 yn ffurfiol.

PENDERFYNWYD YN UNFRYDOL gydnabod y 'Llythyr Sylwadau' i Swyddfa Archwilio Cymru a gafodd ei lunio gan y Swyddog Adran 151.

12.2. CRONFA BENSIWN DYFED

Hysbyswyd y Pwyllgor ei bod yn ofynnol gan Swyddfa Archwilio Cymru, yn unol â'r Datganiad Safonau Archwilio (SAS440 – Sylwadau Rheolwyr) fod Swyddog Adran 151 yr Awdurdod yn llunio "Llythyr Sylwadau" yn flynyddol, a bod y llythyr hwn yn cael ei lofnodi gan y Swyddog a enwid uchod a Chadeirydd y Pwyllgor Archwilio. Yn ogystal, roedd yn ofynnol gan Swyddfa Archwilio Cymru i'r Pwyllgor sy'n gyfrifol am gymeradwyo'r cyfrifon o dan Reoliad 8 o'r Rheoliadau Cyfrifon ac Archwilio i gydnabod yr ymateb yn ffurfiol.

PENDERFYNWYD YN UNFRYDOL gydnabod y 'Llythyr Sylwadau' i Swyddfa Archwilio Cymru a gafodd ei lunio gan y Swyddog Adran 151.

13. YMHOLIADAU ARCHWILIO AR GYFER Y RHEINY SY'N GYFRIFOL AM LYWODRAETHU A RHEOLAETH:

13.1. CYNGOR SIR GAR;

Dosbarthwyd adroddiad i'r Pwyllgor yn manylu ar ymatebion a gafwyd i geisiadau a wnaed gan Swyddfa Archwilio Cymru i'r rheolwyr a'r Pwyllgor Archwilio er mwyn i Swyddfa Archwilio Cymru fodloni'r gofynion a nodir yn y Safonau Rhyngwladol ar Archwilio (ISAs) i gael ystyriaeth a dealltwriaeth ffurfiol yr Awdurdod ar nifer o feysydd llywodraethu sy'n effeithio ar archwiliad o'r datganiadau ariannol. Roedd yr ystyriaethau hyn yn berthnasol i reolwyr y Cyngor a'r 'rhai sy'n gyfrifol am lywodraethu' (Pwyllgor Archwilio). Roedd y wybodaeth a ddarparwyd yn cyfrannu at ddealltwriaeth Swyddfa Archwilio Cymru o'r Cyngor a'i brosesau busnes ac yn cefnogi gwaith y Swyddfa Archwilio i ddarparu barn archwilio ar ddatganiadau ariannol 2017-18.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r ymatebion i'r ceisiadau a wnaed gan Swyddfa Archwilio Cymru a'r Pwyllgor Archwilio fel y manylir yn yr adroddiad.

13.2. CRONFA BENSIWN DYFED.

Dosbarthwyd i'r Pwyllgor ymatebion yr Awdurdod i Swyddfa Archwilio Cymru ar nifer o feysydd llywodraethu sy'n effeithio ar archwiliad y datganiadau ariannol. Roedd yr ystyriaethau hyn hefyd yn berthnasol i reolwyr Cronfa Bensiwn Dyfed a'r 'rhai sy'n gyfrifol am lywodraethu' (Pwyllgor Archwilio). Roedd y wybodaeth a ddarparwyd yn cyfrannu at ddealltwriaeth Swyddfa Archwilio Cymru o Gronfa Bensiwn Dyfed a'i phrosesau busnes gan gefnogi ei waith o ddarparu barn archwilio ar gyfer datganiadau ariannol 2017-18.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r ymatebion i'r ceisiadau a wnaed i'r rheolwyr a'r Pwyllgor Archwilio fel y manylir yn yr adroddiad.

14. DATGANIAD CYFRIFON 2017-2018

Yn unol â darpariaethau Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014, derbyniodd y Pwyllgor i'w gymeradwyo Ddatganiad Cyfrifon 2017/18 wedi'i archwilio o ran Cyngor Sir Caerfyrddin. Roedd y Datganiad yn dwyn ynghyd holl drafodion ariannol yr Awdurdod am y flwyddyn, a hefyd roedd yn rhoi manylion asedau a rhwymedigaethau'r Awdurdod fel yr oeddynt ar 31 Mawrth 2018.

Diolchodd y Cadeirydd i'r holl swyddogion a fu'n gysylltiedig â llunio cyfrifon rhagorol.

PENDERFYNWYD YN UNFRYDOL gymeradwyo Datganiad Cyfrifon 2017/18 Cyngor Sir Caerfyrddin, wedi'u harchwilio.

15. CYFRIFLEN CRONFA BENSIWN DYFED 2017-2018

Yn unol â darpariaethau Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014, cafodd Datganiad Cyfrifon 2017/18 a oedd yn ymwneud â Chronfa Bensiwn Dyfed ac a oedd wedi'i archwilio, ei roi gerbron y Pwyllgor i'w gymeradwyo. Roedd y Datganiad yn dwyn ynghyd holl drafodion ariannol y Gronfa Bensiwn am y flwyddyn, ac roedd yn rhoi manylion am ei hasedau a'i rhwymedigaethau fel yr oeddent ar 31 Mawrth, 2017.

Mynegodd aelodau'r Pwyllgor eu gwerthfawrogiad i'r holl swyddogion a fu'n gysylltiedig â llunio cyfrifon rhagorol.

PENDERFYNWYD YN UNFRYDOL gymeradwyo Datganiad Cyfrifon 2016/17 Cronfa Bensiwn Dyfed, wedi'u harchwilio.

16. DATGANIAD ARIANNOL AWDURDOD HARBWR PORTH TYWYN 2017-18

Ystyriodd y Pwyllgor adroddiad ar Ffurflen Flynyddol Harbwr Porth Tywyn 2017/18 – Adroddiad Archwilio Allanol. Rhoddwyd gwybod i'r Pwyllgor ei bod yn ofynnol i bob awdurdod harbwr, yn unol ag Adran 42 Deddf Harbyrau 1964, lunio datganiad cyfrifon blynyddol ynghylch gweithgareddau'r harbwr.

PENDERFYNWYD YN UNFRYDOL dderbyn datganiad cyfrifon Harbwr Porth Tywyn 2017-18.

17. DATGANIAD ARIANNOL PARTNERIAETH PENSIWN CYMRU 2017-18

Bu'r Pwyllgor yn ystyried Datganiad Ariannol Partneriaeth Pensiwn Cymru ar gyfer 2017-18 yr oedd yn ofynnol i'r Cyngor ei gymeradwyo yn unol â Rheoliadau Cyfrifon ac Archwilio (Cymru) 2014. Roedd Cyngor Sir Caerfyrddin yn gyfrifol am weinyddu Partneriaeth Pensiwn Cymru.

PENDERFYNWYD YN UNFRYDOL dderbyn Datganiad Cyfrifon Partneriaeth Pensiwn Cymru 2017-18.

18. STRATEGAETH RHEOLI RISG A CHYNLLUN WRTH GEFN 2018-2022

Bu'r Pwyllgor yn ystyried fersiwn ddrafft o Strategaeth Rheoli Risg a Chynlluniau Wrth Gefn 2018-2022, a oedd â'r nod o gael fframwaith ar waith er mwyn sicrhau bod gan y gwaith o reoli risgiau a chynlluniau wrth gefn rôl allweddol o ran cefnogi'r gwaith o gyflawni nodau Strategaeth Gorfforaethol y Cyngor a Chynllun Llesiant Sir Gaerfyrddin ar gyfer y 4 blynedd nesaf.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r Strategaeth.

19. COFNODION GRWP IAU PERTHNSAOL I'R PWYLLGOR ARCHWYLIO

PENDERFYNWYD YN UNFRYDOL dderbyn cofnodion cyfarfod y Grŵp Llywio Rheoli Risg a gynhaliwyd ar 4 Gorffennaf 2018.

20. COFNODION - 13 GORFFENNAF 2018

PENDERFYNWYD YN UNFRYDOL lofnodi cofnodion cyfarfod y Pwyllgor Archwilio a gynhaliwyd ar 13 Gorffennaf 2018 gan eu bod yn gywir.