

**MINUTES OF THE GRANTS PANEL MEETING HELD ON
12th JULY 2016 IN THE RESOURCES CONFERENCE ROOM, COUNTY
HALL**

DATE: 27th July 2016

PRESENT: Helen Pugh, Audit & Risk Manager
Stuart Walters, Interim Economic Development Manager
Rhian Phillips, European Programmes Manager
Delyth Thomas, Grants Compliance Officer (GCO)
Simon Davies, Chair of PWG, Education & Children's Services
Les James, Chair of PWG, Community Services
Julie Owens, Financial Audit Team Leader, Wales Audit Office (WAO)

APOLOGIES: Owen Bowen, Interim Head of Financial Services
Helen Morgan, Interim Economic Development Manager
Alan Howells, Chair of PWG, Environment

	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"> A proposal to be presented to CMT for consideration for the approval of grants awarded to Third Parties to be actioned. Project approvals for Third Parties under the LEADER programme will be agreed by the Local Action Group. The summary report from WAO on the Certification of Grants & Returns 2014/15 was presented to Audit Committee on 8th July 2016. A report on the Convergence projects that have ended is due to be presented in the next Audit Committee meeting. Outstanding responses from the Chairs of the PWG to the detailed report provided by WAO to be followed up. 	All OB DT
3.0	<p><u>Wales Audit Office - Update</u></p> <ul style="list-style-type: none"> An update was received from WAO on the audits of grants/returns for the financial year 2015/2016: <ul style="list-style-type: none"> There has been a delay in the audit of the Pooled Budgets Return due to the Health Authority accounts audit. WAO informed us that the audit deadline was not met and that the work commenced after the Health Accounts Audit. The audit is now almost complete and there are some minor adjustments to be reported. 	

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	<ul style="list-style-type: none"> ○ WAO has audited information relating to the Housing Benefits Return as part of the Authority's closure of accounts. This work will help towards the actual audit work of the return which will commence in September. ○ The Joint Protocol for the Certification of Grant Claims and Returns is to be updated by WAO and forwarded to the Authority for review and agreement. 	WAO/All
4.0	<p><u>Review of LSB Report</u></p> <ul style="list-style-type: none"> ● The final report on the lessons learnt exercise for the Carmarthenshire Local Service Board (LSB) funded projects was discussed in detail. <ul style="list-style-type: none"> ○ An action plan is to be presented in the next meeting to respond to the lessons learnt exercise and any training requirements that needs to be put in place ○ Grant Register for 2016/2017 to be completed by the next meeting ○ The review of the Project Grants Manual to be complete prior to the Grants Panel meeting in November 2016 	<p>RP</p> <p>DT</p> <p>RP/DT</p>
5.0	<p><u>Internal Audit (IA) - Update</u></p> <ul style="list-style-type: none"> ● The audit of the final claim for the Education Improvement Grant (EIG) 2015/16 has been completed. The audit of the quarterly claims for 2016/2017 is still continuing at the request of Pembrokeshire County Council (PCC) as the lead Authority on ERW. ● The audit of the Pupil Deprivation Grant for 2015/16 is due to be completed by end of September 2016. The Authority is waiting for instruction from PCC being the lead Authority on ERW. ● Draft audit reports have been issued for the following grants: <ul style="list-style-type: none"> ○ Pooled Budgets ○ Major Repairs Allowance ○ NRW Grants 	

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	<ul style="list-style-type: none"> The audit report for Building our Heritage is currently being drafted. 	
6.0	<p><u>Project Working Groups – Update</u></p> <p>Minutes of PWG meeting were circulated to Grants Panel members for :</p> <ul style="list-style-type: none"> Education & Children’s Services (Revenue) – 21st June 2016 <ul style="list-style-type: none"> Due to the timing of the PWG meetings no other minutes were available. 	
7.0	<p><u>Potential Impact of BREXIT</u></p> <ul style="list-style-type: none"> Advice received from various sources is that it is business as normal. WG have agreed to honour the current arrangements for the Rural Development Programme 	
8.0	<p><u>New Funding Programmes</u></p> <ul style="list-style-type: none"> Following the approval by WEFO of the Swansea Bay Regional Engagement Team (RET) project, interviews are currently being undertaken to appoint the project manager. Approval has also been received from WEFO for Cynnydd, which is being led by PCC. Total spend on the project is approx £19m with approximately £3m spend in this Authority. Part of the team for Carmarthenshire have already been appointed. The Authority is currently developing the business plan for the Pendine Visitor Attractor Project under the Rural Community Development Fund (RCDF). 	
9.0	<p><u>Grant Income Outstanding</u></p> <ul style="list-style-type: none"> There is still a balance owing to the Authority in respect of the Convergence Projects. This needs to be continually monitored to ensure full receipt of grant monies due to Carmarthenshire. There are a number of instances where the Authority needs to challenge WEFO/Lead Body regarding the final 	Chair persons of PWGs

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	<p>payment received and this should be made a priority.</p>	
10.0	<p><u>AOB</u></p> <ul style="list-style-type: none"> • The Terms and Conditions for grants awarded by WG state: <p style="margin-left: 20px;"><u>Retain this letter and all original documents relating to the Funding until we inform you in writing that it is safe to destroy them.</u></p> <p>Advice to be sought from Legal Services on how the Authority should manage this in order to meet both the WG and the Authority's retention requirements.</p> • Information was presented to Grants Panel regarding an opportunity to vire monies between projects involved in the WG Poverty Programme. These projects include: <ul style="list-style-type: none"> ○ Flying Start ○ Families First ○ Supporting People ○ Community First Cluster <p>There is a requirement in the Terms and Conditions of Grant that the Local Authority Anti Poverty Champion should countersign the request.</p> <p>As the projects cover three service areas within the Authority it was agreed that, any request to vire monies would need to be approved by the Heads of Service involved prior to it being countersigned.</p> <p>This is to be communicated back to the respective Project Managers.</p> 	<p style="text-align: center;">DT</p> <p style="text-align: center;">SD/LJ/SW</p>
11.0	<ul style="list-style-type: none"> • Date of next meeting – 13th September 2016 9:30am in the Resources Conference Room, County Hall 	