

## GOVERNANCE AND AUDIT COMMITTEE

Decision Notice – Remote Meeting, 12<sup>th</sup> June, 2023.

The Committee agenda is available [here](#).

The recording of the meeting is available [here](#).

Present: G. Chapman, M. Evans and N. Ireland (Lay Members); Councillors P. Drake, E. Goodjohn, M.J. Hooper, J.M. Norman, J. Protheroe and N.J. Wood.

Also present: Councillors R.M. Birch (Cabinet Member for Education, Arts and the Welsh Language), L. Burnett (Executive Leader and Cabinet Member for Performance and Resources), D.P. Franks and G. John (Cabinet Member for Leisure, Sport and Wellbeing); S.J. Byrne (Audit Wales), J. Mansfield (Acting Headteacher – Stanwell School – Observing only).

### AGENDA ITEM 1. APPOINTMENT OF CHAIR –

RESOLVED – T H A T G. Chapman (Lay Member) be appointed Chair for the current Municipal year.

### AGENDA ITEM 2. APPOINTMENT OF VICE-CHAIR –

RESOLVED – T H A T N. Ireland (Lay Member) be appointed Vice-Chair for the current Municipal year.

### AGENDA ITEM 4. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 25<sup>th</sup> April, 2023 be approved as a correct record, subject to it being clarified that under minute number 944 – Regional Internal Audit Service Charter, that the Committee’s suggestion for there to be specific reference to Lay Members related to the 2023/24 Charter.

### AGENDA ITEM 5. DECLARATIONS OF INTEREST –

No declarations of interest were received.

### AGENDA ITEM 6. VALE OF GLAMORGAN COUNCIL – THE APPLICATION OF THE SUSTAINABLE DEVELOPMENT PRINCIPLE IN SERVICE AREAS (REF) –

RESOLVED –

(1) T H A T the proposed Council actions contained in Appendix B to the report be endorsed, and an update on progress be provided on a 6 monthly basis.

- (2) T H A T the report be referred to Cabinet for its consideration and approval.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) For Cabinet to consider and approve the actions contained at Appendix B.

AGENDA ITEM 7. VALE OF GLAMORGAN COUNCIL: ANNUAL PERFORMANCE CALENDAR 2023/24 (REF) –

RESOLVED –

- (1) T H A T the Vale of Glamorgan Annual Performance Calendar 2023/24 and the proposed approach to engaging with Members in-year to shape and refine the Annual Performance Calendar of activities and to support Members in their scrutiny role be noted.
- (2) T H A T Cabinet be advised of views of Members of the Governance and Audit Committee, these being:
- For consideration to be given to extending the public engagement activity scheduled for August 2023 as many people will be on holiday and because of the school summer term.
  - That the Council ensures that members of the public feel that their views have been heard and responses provided to indicate how those views have been taken into account.

Reason for decisions

- (1&2) Having regard to the contents of the report and discussions at the meeting.

AGENDA ITEM 8. Q4 UPDATE: AUDIT WALES WORK PROGRAMME TIMETABLE 2022/23 – VALE OF GLAMORGAN COUNCIL (DCR) –

RESOLVED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the report be referred to Cabinet for their oversight.

Reason for decisions

- (1&2) Having regard to the contents of the report and discussions at the meeting.

## AGENDA ITEM 9. ANNUAL INTERNAL AUDIT REPORT 2022/23 (HRIAS) –

## RESOLVED –

- (1) T H A T the Annual Internal Audit Report for the Financial Year 2022/23 including the Head of Internal Audit's Annual Opinion on the adequacy and effectiveness of the Council's framework of governance, risk management and internal control be approved.
- (2) T H A T in relation to Stanwell School, the Local Authority should consider issuing a warning notice to the school under the School Standards and Organisation (Wales) Act 2013.
- (3) T H A T in relation to Stanwell School, the internal audit report should be formally shared by the Council with all Governors on the Governing Body and that the Director of Learning and Skills and Head of Internal Audit should meet urgently with all Governors and the Senior Management Team of the school (in separate meetings) to present the internal audit report.
- (4) T H A T in relation to Stanwell School, the Governance and Audit Committee receives an update on the progress made against the action plan at its meeting on 18<sup>th</sup> September, 2023 and that the Headteacher and a representative of the Governing Body from the school are in attendance to provide relevant updates and answer questions from Committee Members.
- (5) T H A T in relation to Stanwell School, the Internal Audit Service work with Stanwell School to incorporate management responses to any recommendations that do not have a management comment currently, where appropriate.
- (6) T H A T in relation to Stanwell School, the internal audit of the control environment at the school that is planned for the Autumn be prioritised and scheduled as early as possible and that Governance and Audit Committee receives an update following that work being undertaken.
- (7) T H A T in relation to Stanwell School, all arrangements around delivering the contract, including the procurement process, for the new wellbeing building be further reviewed to highlight any specific procedural weaknesses and identify any appropriate follow up actions. The interim findings of this review to be brought to the Governance and Audit Committee meeting on 17<sup>th</sup> July, 2023.
- (8) T H A T the Internal audit reporting in respect of Stanwell School contained in Annex 5 of Agenda Item 9 of the Governance and Audit Committee of 12<sup>th</sup> June, 2023 and the recommendations made be drawn to Cabinet's attention. Any subsequent report and recommendations be referred to Cabinet as and when they arise.
- (9) T H A T the Council (Learning and Skills Directorate) undertake further work in regard to school policies across the Vale of Glamorgan relating to unofficial funds.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) To ensure that the LEA considers all possible responses given the seriousness of the situation at Stanwell School and the need to see urgent progress.
- (3) To ensure that there is complete transparency, openness and a full understanding of the serious financial situation that has developed at Stanwell School.
- (4) To ensure continued progress given the seriousness of the situation.
- (5) To ensure full regard is given to the audit process.
- (6) Given the seriousness of the audit findings and the need for an urgent follow up.
- (7) Given the seriousness of the situation around the management of the contract at Stanwell School, this further, more detailed work is urgent.
- (8) For the attention of Cabinet.
- (9) To conduct a review of policies within schools regarding unofficial funds.

AGENDA ITEM 10. INTERNAL AUDIT STRATEGY AND RISK BASED PLAN 2023/24 (HRIAS) –

RESOLVED – T H A T the Internal Audit Strategy (Appendix A to the report) and the Annual Risk Based Audit Plan for 2023/24 (Appendix B to the report) be approved.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

AGENDA ITEM 11. UPDATED FORWARD WORK PROGRAMME 2023/24 (HRIAS) –

RESOLVED – T H A T the Forward Work Programme be endorsed subject to the inclusion of update reports relating to Stanwell School scheduled for the Committee meetings set for 17<sup>th</sup> July and 18<sup>th</sup> September, 2023.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.