

**BRIDGEND COUNTY BOROUGH COUNCIL**

**REPORT TO AUDIT COMMITTEE**

**22<sup>nd</sup> December 2011**

**REPORT OF THE ASSISTANT CHIEF EXECUTIVE - PERFORMANCE**

**COMPLETED AUDITS**

**1. Purpose of Report.**

1.1. To summarise for members the findings of the audits recently completed by the Internal Audit Division.

**2. Connection to Corporate Improvement Objectives / Other Corporate Priorities.**

2.1. Internal Audit's work impacts on the Corporate Improvement Objectives /other corporate priorities.

**3. Background**

3.1. Internal Audit conducts reviews according to an annual audit plan and reports findings to Audit Committee.

**4. Current situation / proposal.**

4.1. Recently completed audits are summarised in the following table:

Report	System Overview	Work Finalised	Audit Days	Key Messages	Audit Opinion	Key Action Plan Dates
School Uniform Grant Review	<p>BCBC administers the School Uniform Grant to those eligible on behalf of WG. Payments are made by the Council and reimbursed by WG. In 2010/11 approx. £35K was claimed.</p> <p>The review ensured that the systems and controls were in line with WG's terms and conditions.</p>	November 2011	4 days	<ul style="list-style-type: none"> <li>The Learner Support Service Team have a direct "hub" link to the DWP database in order to determine in real time who is eligible for the Grant;</li> <li>Adequate segregation of duties exists within the application, evaluation and eligibility approval processes;</li> <li>Satisfactory approval for payments was demonstrated within the samples tested.</li> </ul> <p>Despite previous recommendations, one school continues to operate its share of the grant independently.</p>	Reasonable	N/A
Foundation Phase Grant Review	The Foundation Phase Grant is awarded to Local Authorities with the objective to improve and increase the delivery of educational support within Nursery and Primary School settings within the	November 2011	6 days	<ul style="list-style-type: none"> <li>The grant monetary award was clearly defined and documented, with a clear acknowledgement of a nominated grantee officer.</li> <li>Evidence was obtained verifying any funding carried forward or inclusion of work carried out prior to receipt of the grant; and had been</li> </ul>	Substantial	None

	<p>maintained and funded non-maintained establishments.</p> <p>The Authority was granted £3,523,971 for the financial year 2010/11</p>			<p>approved by the Welsh Assembly Government.</p> <ul style="list-style-type: none"> <li>• Expenditure and Delivery Plan, coupled with documentary evidence reconciled back to the conditional four arrears of the grant terms.</li> <li>• The three claim forms were obtained and it was confirmed that they were submitted to WAG within the stipulated timescale, duly signed and dated.</li> </ul>		
<p>DCELLS Development Programme Grant Review</p>	<p>The DCELLS Development Grant is available to Local Authorities WG for the development of 'Thinking and Assessment for Learning', within both Primary and Secondary Schools. A total of £21K was made available with a further £19K match funded by the Authority.</p>	<p>November 2011</p>	<p>5.5 days</p>	<ul style="list-style-type: none"> <li>• The Finance Officer in charge of the grant maintains proper controls and records for managing the grant. This was demonstrated through documents obtained and reviewed.</li> <li>• Records of the grant entries are forwarded to WAG on a quarterly basis. This was evidenced through documents obtained.</li> <li>• Eligible payments/expenditure is verified. Documents obtained.</li> </ul>	<p>Substantial</p>	<p>None</p>

<p>Engineering Services &amp; Projects</p>	<p>Engineering Services provide a service to directorates for the internal provision of a Project Manager who will manage larger projects using the BCBC Project Management Toolkit. The review was to determine if the toolkit is being used appropriately by Engineering Services</p>	<p>December 2011</p>	<p>20 days</p>	<ul style="list-style-type: none"> <li>• It was found that the Project Management toolkit was being used by the Engineering section. In order to enhance its effectiveness it was recommended that :</li> <li>• key documents should be signed off by the client to demonstrate agreement to the project brief, plan etc.</li> <li>• that the risk register should record that grant funded projects carry the risk of non compliance to grant conditions and a risk owner is identified to ensure compliance.</li> </ul>	<p>Reasonable</p>	<p>January 2012</p>
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4.2 Members are invited to raise any issues on these audits or to request the production of a fuller report at the next meeting.

**5. Effect upon Policy Framework & Procedure Rules.**

5.1. None

**6. Equality Impact Assessment.**

6.1 There are no equality issues.

**7. Financial Implications.**

7.1. None

**8. Recommendation.**

8.1. That Members note the report

**David MacGregor**  
**Assistant Chief Executive - Performance**  
**9<sup>th</sup> December 2011**

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**Background documents**

Internal Audit reports relating to the above audits held within the Internal Audit Division