



## MINUTES OF MEETING

# GOVERNANCE AND AUDIT COMMITTEE MEETING

**MONDAY, 3RD JUNE, 2024**

**PRESENT:** Councillors M Veale (Chair)  
C Prosser (Vice-Chair)

Councillors: C Jones, D Sammon and C Tovey

**Lay Member:**  
S Eriksen

**Officers:**  
A Wathan (Head of Regional Internal Audit Service) and  
H Harbord (Assistant Audit Manager Regional Internal Audit  
Service)

**Outside Bodies:**  
J Davies, SJ Byrne and D Woods (Audit Wales)

O Moore (Democratic Services Officer) and E Galeozzie  
(Democratic Services Officer)

ITEM NO.	AGENDA MATTER	DECISION
12	Appointment of Chair	<b>Resolved that:</b>  Martin Veale be appointed as Chair of the Governance and Audit Committee.
13	Appointment of Vice Chair	<b>Resolved that:</b>  Colin Prosser be appointed as Vice Chair of the Governance and Audit Committee.

14	Apologies for absence	<p>Apologies for absence were received from Councillor D Roberts and Councillor B Carter.</p> <p>Apologies for absence were also received from Councillor A Barry Cabinet Member and Chief Finance Officer Liam Hull.</p>
15	Declarations of Interest	No Declarations of Interest were made.
16	Minutes of Previous Meeting For Information	The Minutes of the Governance and Audit Committee held 15 April 2024 were accepted as a correct record.
17	Governance and Audit Committee Action log	Helen Harbord referred to the Action Log and notified the Committee that three new actions had been included.
18	Audit Wales Work Programme and Timetable	<p>Sara-Jane Byrne (Audit Wales) introduced the item and highlighted the salient points within the report.</p> <p>The Chair asked for an update on the audit of the Council's accounts for 2023/24.</p> <p>The Chair then thanked the Officers for their responses.</p>
19	Internal Audit Charter	<p>Andrew Wathan introduced the item and highlighted the salient points within the report.</p> <p>The following questions were raised by the committee and were responded to in detail by the Officers present:</p> <ul style="list-style-type: none"> <li>• Does the agreement of the other two authorities matter to us or is it for us to formally approve?</li> </ul> <p>The Chair thanked the Officers for the report and their responses to the questions raised.</p>
20	Annual Internal Audit Strategy & Plan	<p>Andrew Wathan introduced the item and highlighted the salient points within the report.</p> <p>The following questions were raised by the committee and were responded to in detail by the officers present:</p> <ul style="list-style-type: none"> <li>• Could the list change?</li> <li>• IT Strategy – will there be something that compliments or challenges that process?</li> </ul> <p><b>Resolved that:</b></p> <p>The Committee consider and approve the draft Internal Audit Strategy (Appendix A) and draft Annual Risk Based Audit Plan for 2024-25 (Appendix B).</p>

21	Annual Internal Audit Report	<p>Andrew Wathan introduced the item and highlighted the salient points within the report.</p> <p>The following questions were raised by the committee and were responded to in detail by the officers present:</p> <ul style="list-style-type: none"> <li>• Regarding 3.6, what are the known threats to school transport?</li> <li>• Do you know how many local authorities get a substantial overall assurance report?</li> <li>• Regarding Section 6, how can you get that number higher?</li> </ul> <p>The Chair referred the Committee to 3.4 and requested that an appropriate officer attend the next committee.</p> <p>Councillor Claire Jones left the meeting.</p>
22	Governance & Audit Committee Forward Work Programme 2024/25	<p>Helen Harbord led the Committee through the 'Governance and Audit Committee Forward Work Programme 2024/25' report.</p> <p><b>Resolved that:</b></p> <p>That Members approve the Forward Work Programme for 2024/25.</p>
23	Internal Audit Information Reports	<p>Helen Harbord led the Committee through the Internal Audit Information Reports.</p> <ul style="list-style-type: none"> <li>• Regarding the responsible officers that have been allocated, did you have any difficulties when following up?</li> </ul> <p>The Chair referred to the Temporary Housing report and was pleased to see reasonable assurance in the follow up.</p>
24	Verbal update on the Security & Access to Council Buildings audit recommendations	<p>Helen Harbord provided an update on the progress made in relation to the recommendations made in the Security &amp; Access to Council Buildings Audit report.</p> <p>The Chair requested that this be kept on the agenda and asked for a written update on the recommendations for the next meeting.</p> <p>The Chair then thanked Helen Harbord for the update.</p>
25	Reflection and Evaluation of Meeting	<p>The Chair and the Committee reflected on the items that had been considered at the Meeting.</p>

26	Any other business deemed urgent by the Chair	The Chair advised that there was no other business deemed urgent.
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