

# AUDIT AND CORPORATE SERVICES REVIEW COMMITTEE

18 July 2018

Present: Councillor P Baker, Councillor D Clements, Mrs G Hayward, Dr R Heath Davies, Councillor M James, Councillor R Owens and Councillor M Williams.

(NPA Offices, Llanion Park, Pembroke Dock: 1.00pm – 2.00pm)

**1. Appointment of Chair**

It was **UNANIMOUSLY RESOLVED** that Mr A Archer be appointed Chair for the ensuing year.

**2. Appointment of Deputy Chair**

It was **UNANIMOUSLY RESOLVED** that Councillor D Clements be appointed Deputy Chair for the ensuing year. In the absence of the Chair, the Deputy Chair chaired the meeting.

**3. Apologies**

Apologies for absence were received from Mr A Archer and Councillor P Kidney. Councillor P Baker advised that he would have to leave the meeting at 1.30pm.

**4. Disclosures**

There were no disclosures of interest.

**5. Minutes**

The minutes of the meeting held on the 23 May 2018 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on 23 May 2018 be confirmed and signed.

**6. Health and Safety Group: report of meeting**

Members considered the report of the meeting of the Health and Safety Group held on 19 April 2018.

The minutes had noted that there had been 1 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) incident between October and December 2016, and one Member asked whether if these were of a more serious nature, the Committee could receive a report of any which happened in future. The Chief Executive replied that incidents covered by RIDDOR had to be reported to the Health and Safety Executive and tended to be incidents where the person was away from work for more than 5 days. The incident in question had been reviewed by managers to avoid a re-occurrence.



It was **RESOLVED** that the report of the meeting of the Health and Safety Group held on 19 April 2018 be received.

*[Councillor P Baker tended his apologies and left the meeting during consideration of the following report]*

#### **7. Draft Statement of Accounts 2017/18**

The Finance Manager reported that the Draft Statement of Accounts had been presented to the Wales Audit Office on 18 June and their work was still ongoing. The accounts were before the Committee for information only and following amendment as a result of discussions with the Auditors, would be presented to the National Park Authority on 13<sup>th</sup> August for approval, together with the ISA260 Report: Communication Concerning Financial Statements to those Charged with Governance.

While the accounts were a lengthy document, the key information could be found in the narrative report and summarised accounts. The Finance Manager took Members through this report, noting under “Where the money came from” that the National Park Grant had increased by £700,000 due to funding by Welsh Government for specific projects, although this additional funding did not attract the usual Levy contribution. Locally generated income had increased, with further details of the sources of this being provided, and there had been an increase in the use of earmarked reserves.

Turning to “What the money was spent on”, there was a net surplus in the revenue account and an explanation for the major variances within each service was provided in the report. Details of the capital programme were also provided.

The Finance Manager answered a number of questions from Members, and was thanked for providing a comprehensive report.

**NOTED.**

#### **8. Verbal Update from the Wales Audit Office regarding Progress on the Annual Statement of Accounts**

Mr Deryck Evans from the Wales Audit Office was welcomed to the meeting. He reported that the audit work was now almost complete and he was very pleased with the progress, especially due sickness absence within the finance team, whom he thanked for continuing to meet the high standards they had set in previous years. Mr Evans advised that there was nothing of significance to report to the Committee and that it would be proposed to the Assistant Auditor General, Anthony Barrett, that an unqualified report be issued. He noted that next year, due to a change in the regulations, the Authority would be required to sign off the accounts



by the end of July and he therefore asked for this constraint to be noted when agreeing the forward calendar of meetings.

Members congratulated the Finance Manager and his team on the production of the Accounts and thanked Mr Evans for his report.

**NOTED.**

**9. Revised Internal Audit Report 2017/18**

Members were reminded that this report was an amalgamation of the Block 1 and Block 2 reports prepared by the Internal Auditors and reported to the Committee previously. The combined report had been presented to the previous meeting of the Committee when questions had been asked by Members regarding the audit opinion for Human Resources which had been shown as adequate. Subsequent investigation had revealed that when the report on the Block 1 internal audit work was reported to the Committee in July 2017, the overall opinion for Human Resources was correctly shown as substantial. The corrected Internal Audit Report 2017/18 had therefore been brought before the Committee.

Officers apologised that they had failed to spot the error.

Welcoming the accuracy of the revised report, Members asked how the recommendation regarding the need to update the IT Strategy was being taken forward, and officers advised that the internal auditors would follow up and report on this as part of their work in the forthcoming year.

**NOTED.**

**10. Performance Report for the Year Ending 31 May 2018**

The Performance and Compliance Coordinator reminded Members that the structure of the Authority's Corporate and Resources Plan for 2017/18 reflected that of the Wellbeing of Future Generations Act, with seven well-being objectives. The performance report also followed these objectives, with an additional section providing general governance information.

The report presented the performance to 31 May, and work had commenced on the majority of actions. However where data was collected quarterly, statistics would not be available until the end of July and would therefore be reported to the next meeting of the Committee.

Members asked about development of a new website, and were informed that the tender had been advertised on Sell2Wales with a deadline date for tender submissions end of July. They were also pleased to see the reduction in the backlog of planning enforcement cases now that the team was back to strength; officers added that some enforcement cases were



complicated, taking years to resolve, however the effectiveness of the service was vital to the credibility of planning delivery.

It was **RESOLVED** that the performance report be received.

#### **11. Risk Register**

The Finance Manager presented the latest risk register which had recently been reviewed by both the Authority's Management and Leadership Teams when progress and changes had been noted. No risks had been removed, however it was noted that work was ongoing with the Authority's Internal Auditors to evaluate the levels of risks currently identified.

**NOTED.**

#### **12. Budget Performance**

The Finance Manager explained that due to his work in closing the Authority's accounts, and the fact that the first quarter books had been closed only that morning, he had not produced a budget performance report for the first quarter of the year. However he had observed that income was down against the same period last year, although up against budget. Car park revenue continued to increase year on year, which meant that locally generated income continued to operate in a positive environment.

**NOTED.**

#### **13. Delegation of any issues for consideration by the Continuous Improvement Group**

It was **RESOLVED** that there were no issues of concern that the Committee wished to delegate to the Continuous Improvement Group for consideration.

