

**MINUTES OF THE GRANTS PANEL MEETING HELD ON
19th SEPTEMBER 2018 IN RESOURCES CONFERENCE ROOM, COUNTY
HALL.**

PRESENT: Randal Hemingway, Head of Financial Services
Helen Pugh, Head of Revenues & Financial Compliance
Nia Thomas, Chair of PWG, Education & Children’s Services (Revenue)
Alan Howells, Chair of PWG, Environment
Les James, Chair of PWG, Community Services
Caroline Powell, Principal Auditor, Internal Audit (IA)
Delyth Thomas, Grants Compliance Officer (GCO)
Kate Havard, Financial Audit Team Leader, Wales Audit Office (WAO)

APOLOGIES: Stuart Walters, Economic Development Manager
Simon Davies, Chair of PWG, Education & Children’s Services (Capital)
Helen Morgan, Economic Development Manager

	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"> The Internal Audit report of the Environmental & Sustainable Development Directorate Revenue Grant is still at draft stage. Issues were reported in the last Grants Panel meeting on the Flying Start grant funded project. An update on progress has been fed back to the Education & Children’s Services (Revenue) PWG meeting and to Grants Panel confirming that following structural changes put in place these have been now been resolved. Confirmation to be sought from the Director of Corporate Services and Director of Regeneration & Policy on whether City Deal needs to be a regular item on the Grants Panel agenda. 	<p>HP</p> <p>RH</p>
3.0	<p><u>Wales Audit Office - Update</u></p> <ul style="list-style-type: none"> An update on the audits of the claims and returns for 2017/18 was provided by WAO: <ul style="list-style-type: none"> Housing Benefits, Teachers Pension and NDR audits are ongoing with no issue to report to date. 	

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	<ul style="list-style-type: none"> ○ the audits of the Communities First grant and Pooled Budgets have commenced. • The audit of the Summary Statement of Certified Welsh Government Grants is in progress and needs to be completed by 31st October 2018. The Welsh Independent Living Grant which was included on the statement is no longer subject to audit. WAO to confirm if there are any outstanding queries to which they have not yet received a response. • WAO anticipate that all audits will be completed by 30th November 2018. • Where WG grants are required to be audited by both IA and WAO, the WAO Technical Team are currently working with WG to review the audit requirements to ensure that there is no duplication. This issue will also be referred to the Welsh Treasurers Group and WLGA. 	<p>KH</p> <p>RH</p>
4.0	<p><u>Internal Audit - Update</u></p> <ul style="list-style-type: none"> • The audits of the Education Improvement Grant and the Pupil Deprivation Grant for 2017/18 needs to be completed by 21st September 2018 in order to meet the WAO audit deadline of 30th September 2018 for ERW. It is noted that the Authority has only recently received the Authority's claim from ERW for auditing. • The audits of the Supporting People and Rent Smart Wales projects have been completed and are awaiting certification. • The audits of Homelessness Transitional Funding, Enable (Support for Independent Living) and Homelessness Prevention Grant are still ongoing but the WG deadlines will be met. • Following the audit of Supporting People, it is reported that there was an underspend on the project for 2017/18. Currently there is an opportunity to vire money between projects within the Tackling Poverty Programme, however this needs to be actioned in October/November 2018 which is considered too early to assess the need to 	

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	<p>vire any monies. It has been agreed that WG be contacted regarding this and whether it can be agreed to vire monies at a later date instead.</p> <ul style="list-style-type: none"> The chairpersons of the PWGs have been requested to remind project managers to read the Terms & Conditions of grants and to pay attention to the audit requirements as a number of grant funded projects that require an audit certificate by IA have been submitted late for auditing. A request has been made to the chairpersons of the PWGs to let IA know if there are any grant funded projects that they want IA to review. A number of days have been allocated in the Audit Plan to carry out this work. 	<p>NT/RH</p> <p>All Chairs</p> <p>All Chairs</p>
5.0	<p><u>Project Working Groups – Update</u></p> <ul style="list-style-type: none"> Minutes of PWG meetings were circulated to Grants Panel members for: <ul style="list-style-type: none"> Education & Children’s Services (Revenue): 13/5/18 & 20/7/18 Chief Executives: 23/1/18 & 27/3/18 	
6.0	<p><u>New & Proposed Projects</u></p> <ul style="list-style-type: none"> WG have awarded PDG Access which is a replacement for the former School Uniform Grant. WG have agreed in principle a capital grant award for Reducing Infant Classes Sizes. The Authority is currently awaiting for the award letter and Terms & Conditions. 	
7.0	<p><u>Grants Register 2018/19</u></p> <ul style="list-style-type: none"> A list of all grants awarded to the Authority was presented to Grants Panel. A request was made to the chairpersons of the PWGs to confirm the grants awarded within their service area and should there be any changes required to forward these details to the GCO. 	All Chairs

	SUBJECT	
	<ul style="list-style-type: none"> Concerns were raised that the Authority is still waiting to receive details of the 2018/19 grant allocation and the terms & conditions for Education Improvement Grant and the Pupil Deprivation Grant from ERW. As a result schools have not received details of their allocation for the year. Clarification to be sought if the Intergrated Care Fund should be considered as a grant and included on the grants register. 	LJ
8.0	<p><u>AOB</u></p> <ul style="list-style-type: none"> Within the WG Terms & Conditions there is a funding pre-condition stating that the Authority needs to provide the following: <i>documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so</i> <p>It has been agreed that the GCO contact the Legal Section so that a letter be issued with the extract from the Authority's constitution with details of the post holders who have delegated authority to sign the acceptance of grant.</p> <ul style="list-style-type: none"> A training session to be arranged for officers within Education & Children's Services who have not had grants compliance training previously. 	DT DT/CP
9.0	Date of next meeting – 2:00pm on 14 th November 2018 Resources Conference Room County Hall	