

**MINUTES OF THE GRANTS PANEL MEETING HELD ON
14th NOVEMBER 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 (Revenue)
Alan Howells, Chair of PWG, Environment
Stuart Walters, Economic Development Manager
Rhian Phillips, Economic Development Area Manager
Caroline Powell, Principal Auditor, Internal Audit (IA)
Delyth Thomas, Grants Compliance Officer (GCO)
Kate Havard, Financial Audit Team Leader, Wales Audit Office (WAO)

APOLOGIES: Les James, Chair of PWG, Communities
Simon Davies, Chair of PWG, Education & Children (Capital)
Helen Morgan, Economic Development Manager

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| 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. Confirmation has been received from the Director of Regeneration & Policy to include City Deal as a regular item on the Grants Panel agenda unless other monitoring/reporting systems are developed. Some Welsh Government (WG) grants are required to be audited by both IA and WAO. This matter to be discussed with the Director of Corporate Services so that it can be raised at the Welsh Treasurers Group and with WLGA. The virement of monies between projects within the Tackling Poverty Programme for 2018/19 will still need to be considered and submitted to WG for approval between the specified time periods. Following the review of the Integrated Care Fund Guidance 2018/19, it has been agreed that the Integrated Care Fund is a grant and will be included on the grants register. | <p>HP</p> <p>RH</p> |

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| 3.0 | <p><u>Wales Audit Office - Update</u></p> <ul style="list-style-type: none"> • The audit of the Summary Statement of Certified Welsh Government Grants has been completed by the audit deadline of 31st October 2018. An observation letter has been sent to WG stating that the application for a virement from Supporting People to Families First although submitted outside the prescribed timelines was approved by WG. • 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 (audit deadline 30/11/18) – number of minor errors identified. The audit might overrun slightly ○ It is anticipated that the audit of all other claims and returns will be completed by the end of November 2018. • A report of the 2017/18 audits will be presented by WAO in the next Grants Panel meeting. WAO will provide an update to the next Audit Committee. • WAO to provide updates on the 2018/19 audit programme as and when details are received including the possibility of output/outcomes based audits. | <p>KH</p> <p>KH</p> |
| 4.0 | <p><u>Internal Audit - Update</u></p> <ul style="list-style-type: none"> • The 2017/18 audits of Education Improvement Grant (EIG), Pupil Deprivation Grant (PDG), Supporting People, Rent Smart Wales, Homelessness Transitional Funding, Enable (Support for Independent Living) and Homelessness Prevention Grant have been completed and certified. • The audit of the Post 16 grant for 2017/18 has not yet started. The audit deadline is January 2019. • The quarter 1 & 2 audits of EIG and PDG for 2018/19 have not started. The offer letter for EIG has now been received from ERW and the grant awarded has been delegated to schools. The receipt of the PDG allocations and terms & conditions of grant are imminent from ERW. The delay is due to a | |

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| | <p>number of queries raised by ERW to WG.</p> <ul style="list-style-type: none"> • IA is currently undertaking a review of the Rural Development Programme LEADER project as part of the audit plan. • IA to consider a review of the ICF programme. Information to be sought from Hywel Dda Health Board to confirm what audits have been undertaken on the programme to date from a lead perspective. | CP |
| 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"> ○ Communities: 23/7/18 ○ Environment: 26/9/18 | |
| 6.0 | <p><u>European Grants Update</u></p> <ul style="list-style-type: none"> • A schedule of all European funded grants was presented to Grants Panel. The total estimated project costs for all projects currently running is £31.7m with a grant of £20.7m. • There are additional projects in development with project costs estimated at £2.9m with a grant of approximately £2.2m. • The Authority is currently engaging with Cardiff University regarding a project called Retrofit, which is an energy research project. • There is a possibility of a HLF grant for Llandeilo's former market hall. Submission of a bid expected between now and the spring. | |
| 7.0 | <p><u>City Deal Update</u></p> <ul style="list-style-type: none"> • Total funding allocated for whole of the programme is £241m with £90m allocated for projects managed by Carmarthenshire County Council. | |

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| | <ul style="list-style-type: none"> • Governance arrangements and the Joint Committee have been formally established. • High-level draft terms and conditions have been received from WG. Drafts to be forwarded to Head of Financial Services. • The Director of Regeneration & Policy and the Head of Revenues & Compliance have discussed the use of the Authority's risk register which could be utilised for specific projects under the City Deal. • Legal agreements between the Authority and the partners are currently being drafted. The agreement must include compliance with overarching conditions that have been put in place by WG. • The output monitoring plan has been drafted which includes measures against key outcomes. • Clarification to be sought regarding the role of Audit Committee and the City Deal. | <p>RP</p> <p>RH/RP</p> |
| 8.0 | <p><u>New & Proposed Projects</u></p> <ul style="list-style-type: none"> • Confirmation has been received from WG that for 2019/20 under the Flexible Working Funding programme a number of grants have been combined into two integrated grants: <ul style="list-style-type: none"> ○ Children & Communities Grant – formerly Flying Start, Families First, Legacy Fund, Communities for Work Plus, Promoting Positive Engagement for Young People, Childcare & Play and St David's Day Fund. ○ Housing Support Grant – formerly known as Supporting People, Homelessness Prevention and Rent Smart Wales Enforcement. <p>The Authority has not received details regarding the grant allocation for the two projects. In light of the current budget setting process it has been agreed that this is referred to the Welsh Treasurers Group and WLGA</p> | <p>RH</p> |

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| | <p>The overall impact to the Authority in respect of this change needs to be considered and agreed. This is to be discussed with the Director of Corporate Services and Head of Administration & Law.</p> <ul style="list-style-type: none"> • WG have awarded a grant to City & Council of Swansea as the lead Authority for two Targeted Regeneration Investment Programmes (TRI) with Carmarthenshire being one of the partners. The overall estimated project cost is £10.2m with a grant of £7.1m. • Within the WG settlement for 2019/20 there is an all Wales grant allocation of: <ul style="list-style-type: none"> ○ £30m for a Social Services Grant. ○ £15m Schools Funding Grant of which part will fund teachers professional development The Authority is still waiting for further information from WG on this. | RH |
| 9.0 | <p><u>Grants Register 2018/19</u></p> <ul style="list-style-type: none"> • PWGs to review the grants register for 2018/19 for grants awarded within their service area and provide any updates/changes to the GCO. | All Chairs |
| 10.0 | <p><u>AOB</u></p> <ul style="list-style-type: none"> • Following the last meeting the GCO contacted the Legal Section with regard to a letter to 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. Further to this, it has been agreed that the Legal Section is contacted to review the delegation requirements in relation to the signing of the acceptance of grant. • The Chair of the Education & Children PWG (revenue) to provide a list of officers who will be attending the grants compliance training. • Training to be rolled out to the other departments in the New Year. | <p>RH</p> <p>NT</p> <p>DT/CP</p> |

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| | <ul style="list-style-type: none"> • Within the WG Terms & Conditions of grant, there is a funding pre-condition that documentary evidence is provided in relation to the Authority undertaking due diligence checks, as appropriate. It has been agreed that the WG Grant Centre of Excellence be contacted to clarify what is required. • Under WG 21st Century Schools Programme, an awareness raising event for public sector delivery partners has been arranged to prepare them for the inclusion of project bank accounts as a condition of funding for business cases submitted after 1st January 2019. Feedback to be presented in the next Grants Panel meeting. • A review of the Project Grants Manual is currently underway. The revised Project Grants Manual will need to be presented to the next Grants Panel meeting prior to it being submitted to Audit Committee in March 2019 for approval. | <p style="text-align: center;">DT</p> <p style="text-align: center;">RH</p> <p style="text-align: center;">RP/DT</p> |
| 11.0 | Date of next meeting – 2:00pm on 8 th February 2019 Resources Conference Room County Hall | |