

**MINUTES OF THE GRANTS PANEL MEETING HELD ON  
22<sup>nd</sup> NOVEMBER 2019 IN CORPORATE SERVICES MEETING ROOM,  
COUNTY HALL.**

**PRESENT:** Randal Hemingway, Head of Financial Services  
Helen Pugh, Head of Revenues & Financial Compliance  
Caroline Powell, Principal Auditor, Internal Audit (IA)  
Alan Howells, Chair of PWG, Environment  
Les James, Chair of PWG, Communities  
Nia Thomas, Chair of PWG, Education & Children (Revenue)  
Rhian Phillips, Economic Development Area Manager  
Kate Havard, Financial Audit Team, Wales Audit Office (WAO)  
Delyth Thomas, Grants Compliance Officer

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

	<b>SUBJECT</b>	<b>ACTION</b>
1.0	<p><b><u>Minutes of the last meeting</u></b></p> <ul style="list-style-type: none"> <li>The minutes were agreed.</li> </ul>	
2.0	<p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>Where grants are awarded to a local authority to be managed on a regional basis consideration on what type of information, whether this maybe of a sensitive nature and how it is transferred between local authorities needs to be established. Chairs of PWG to provide feedback at the next meeting regarding any regional grants within their service area.</li> <li>An exercise to be undertaken by CCC to monitor projects subject to Article 55 in accordance with WEFO requirements for the European Structural Funds Programme 2007-13.</li> <li>As previously reported from 2019/20 onwards, local authority grant schemes will no longer be audited by WAO, however, for grants awarded over £100,000 an Annual Statement of Expenditure will need to be completed and submitted to WG. If the funding is under £100,000, an Annual Statement of Expenditure will not be required. Clarification to be sought from WG if these thresholds apply to all WG grants or just the grants that were previously audited by WAO.</li> </ul>	<p>Chairs of PWG</p> <p>RP</p> <p>DT</p>

	<b>SUBJECT</b>	<b>ACTION</b>
3.0	<p><b><u>Wales Audit Office - Update</u></b></p> <ul style="list-style-type: none"> <li>• The 2018/19 audits for 21<sup>st</sup> Century Schools, NDR, Sustainable Waste and Teachers Pension have been completed. No issues identified during the audit process.</li> <li>• The audit of Pooled Budgets is subject to review and sign off by WAO.</li> <li>• The audits of the following grants/returns are almost complete but have outstanding queries: <ul style="list-style-type: none"> <li>○ Summary Schedule of WG Grants – procurement query Flying Start</li> <li>○ WANLESS – service level agreement not received</li> <li>○ Local Transport Grant – information on contractors framework</li> <li>○ Housing Benefits Subsidy – underpayment which has been corrected in 2019/20</li> </ul> </li> </ul>	
4.0	<p><b><u>Internal Audit (IA) - Update</u></b></p> <ul style="list-style-type: none"> <li>• The audit of the Homelessness Prevention Grant for 2018/19 has been completed. An eligibility query of £18k has been raised with the department and feedback is awaited.</li> <li>• The audit of the 2018/19 Post 16 grant is due in January 2020. Clarification to be sought if this includes additional grant monies awarded for Teacher’s Pension and Teachers Pay Award.</li> <li>• The next audit of the Pupil Deprivation Grant and Education Improvement Grant for 2019/20 is due January 2020.</li> </ul>	CP
5.0	<p><b><u>Project Working Groups – Update</u></b></p> <ul style="list-style-type: none"> <li>• Minutes of PWG meetings were circulated to Grants Panel members for: <ul style="list-style-type: none"> <li>○ Communities: 23/9/19</li> <li>○ Chief Executives: 24/7/19</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• Due to a number of changes in staffing within Environment a request has been made for grants training to be provided for new employees involved in the grants process.</li> </ul>	
6.0	<p><b><u>European Grants Update</u></b></p> <ul style="list-style-type: none"> <li>• A current schedule of all European funded projects was presented to Grants Panel. The total estimated project costs approved and in development is £41.4m with a grant of £28m.</li> <li>• CCC are partners in both Connecting Green Infrastructure and Caru Cymru projects for which applications were submitted under the RDP ENRaW (Enabling Natural Resources and Well-being) programme to cover the period 2019 to 2022. However WG have now committed to funding these for 2019/20. Two new bids for each of these projects have been submitted to RDP ENRaW to cover the period 2020 to 2023.</li> <li>• Monitoring arrangements need to put in place for projects funded under RDP. It has been noted that match funding included on claims submitted by the Authority have been amended by the funding body to bring it in line with the committed percentage of match funding. Details to be provided at the next meeting.</li> </ul>	DT
7.0	<p><b><u>City Deal Update</u></b></p> <ul style="list-style-type: none"> <li>• The Terms and Conditions have now been received from WG. The document will need to be signed by the 4 constituent Authorities before it is signed by the Joint Committee.</li> <li>• Funding agreements to be established between the Accountable Body and Lead Authority and between Lead Authority and individual project leads.</li> <li>• Confirmation to be received from the Chief Executive and Director of Corporate Services regarding the role Grants Panel will now have in relation to the City Deal.</li> </ul>	RH

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8.0	<p><b><u>New &amp; Proposed Projects</u></b></p> <ul style="list-style-type: none"> <li>• A WG grant of £65k (£27k revenue &amp; £38k capital) has been allocated to the Authority via WLGA for Food Poverty. Monies to be allocated to provide support to organisations who are managing food banks.</li> <li>• WG have awarded the Authority £100k to support the administration of the City Deal.</li> </ul>	
9.0	<p><b><u>Grants Register</u></b></p> <ul style="list-style-type: none"> <li>• The grants register for 2019/20 was circulated. Any amendments or updates to be provided to Grants Compliance Officer.</li> </ul>	Chairs of PWG
10.0	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• The current arrangements whereby Pembrokeshire County Council currently review evidence to support the community benefits that have been provided by the appointed contractor, as part of the procurement requirements, is due to end. Arrangements on how CCC will now undertake the review of evidence needs to be decided. This impacts on a number of grants awarded to the Authority where evidence to support community benefits is also a requirement under the Terms &amp; Conditions of grant.</li> <li>• The effective management of grant funding is currently deemed as medium risk on the Corporate Risk Register. It is agreed that this be included as an agenda item in the next Grants Panel meeting.</li> <li>• Concerns have been raised that due to the delays in the awarding of some grants by WG the expectations to spend the grant monies within set timeframes is sometimes unrealistic. Any agreement to roll forward grant monies to the following financial year needs to be agreed in writing with the funding body.</li> </ul>	RH/HP  All
11.0	Date of next meeting – 1:00pm on 14 <sup>th</sup> February 2020 Corporate Services Meeting Room County Hall	