

**MINUTES OF THE GRANTS PANEL MEETING HELD ON
28th NOVEMBER 2022 VIA TEAMS**

PRESENT: Randal Hemingway, Head of Financial Services
Caroline Powell, Principal Auditor, Internal Audit (IA)
Nia Thomas, Chair of PWG, Education & Children (Revenue)
Alan Howells, Chair of PWG, Environment
Anwen Worthy, Audit Lead, Audit Wales
Delyth Thomas, Grants Compliance Officer (GCO)

APOLOGIES: Stuart Walters, Chair of PWG, Chief Executive
Les James, Chair of PWG, Communities
Rhian Phillips, Economic Development Area Manager
Helen Pugh, Head of Revenues & Financial Compliance
Simon Davies, Chair of PWG, Education & Children (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"> Minutes were agreed. 	
2.0	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> The service level agreement with Hywel Dda Local Health Board (LHB) for Wanless (Money Transfers) is still with the Director of Community Services for signing. The results of an exercise to review the audit requirements stipulated in the terms & conditions of grants awarded to Education & Children for 2021/22 has been forwarded to IA. The review of the 2022/23 audit requirements has been started. Areas to be considered as part of the closure of the European grant funded projects to be presented to the next Grants Panel meeting. A review of the closure guidance for grant funded projects to be undertaken to ensure it includes guidance on the retention of documents held electronically as well as those in paper format. The workshop outlining the new UK Subsidy Rules was attended by a number of senior officers from the Authority. It's acknowledged that the rules are complex. Concerns were raised on the delays on the receipt of grant income from lead authorities where CCC is a partner. However following the last meeting 	<p>NT</p> <p>RP/DT</p> <p>RP</p>

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	<p>further grant monies have been received from the respective lead authorities.</p>	
3.0	<p><u>Audit Wales - Update</u></p> <ul style="list-style-type: none"> • The update on the 2021/22 audit programme was provided: <ul style="list-style-type: none"> ○ Teachers Pensions (PEN05) – completed ○ NDR3 (LA01) – due to be completed this week ○ Housing Benefits (BEN01) – initial audit work completed, further detailed audit work to be undertaken in due course ○ Pooled Budgets (HLG01) – audit at early stages ○ WANLESS Money Transfers (HLG03) – awaiting working papers to commence audit 	
4.0	<p><u>Internal Audit (IA) - Update</u></p> <ul style="list-style-type: none"> • The following audits on the 2021/22 grant funded projects have been completed: <ul style="list-style-type: none"> ○ Housing Support grant ○ Pupil Development grant ○ Regional Consortia Improvement grant • Concerns have been raised on the level of detail required for the 2022/23 audits for the Regional Consortia School Improvement grant and the Pupil Development grant. An email to be sent to Pembrokeshire County Council (PCC) as the administrative body for the Partneriaeth Consortia to clarify whether an assurance statement from the Director of Corporate Services or Head of Financial Services is acceptable based on previous audit work undertaken by IA. • Further to an audit of the Housing Support grant it has been highlighted that there is an option to vire monies between this grant and the Children & Communities grant, subject to WG approval. A reminder has been sent to the respective project managers. • The audit of the LA Education grant is due to commence shortly. 	RH/CP

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	<ul style="list-style-type: none"> IA has recently been externally quality assessed. One of the recommendations noted in the report is that the role of IA role at Grants Panel is reviewed and amended. This will be discussed in the next Grants Panel meeting. 	
5.0	<p><u>Grants Register 2022/23</u></p> <ul style="list-style-type: none"> The grants register for 2022/23 is still being updated. It was noted that for some departments that grants information has not been forwarded to the GCO so that the grants register can be updated. 	Chairs of Project Working Groups
6.0	<p><u>Project Working Groups</u></p> <ul style="list-style-type: none"> Minutes of PWG meetings were received: <ul style="list-style-type: none"> Education & Children (capital): 22/11/2022 Education & Children (revenue): 16/12/2021, 17/2/2021, 23/6/2022 & 29/9/2022 Communities: 21/9/2022 Chief Executive: 29/7/2022 & 20/9/2022 The following updates were provided: <ul style="list-style-type: none"> Where grant award letters are signed by the Director of Corporate Services or Head of Financial Services that the respective project managers are copied into emails when returned to the funding body There are a number of Delegated Officer reports (DORs) that are prepared in Education & Children Services that relate to grant funded projects. It's noted that it can take some time before the DOR reaches final approval stage which can have an impact on the delivery of a grant funded project The impact of the pay award on grant funded projects will need to be considered. Project Managers to evaluate potential areas of overspends. Any issues will need to be discussed with budget manager and/or Head of Service 	Chairs of Project Working Groups

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7.0	<p data-bbox="368 286 767 320"><u>European Grants Update</u></p> <ul data-bbox="368 365 1173 1787" style="list-style-type: none"> <li data-bbox="368 365 1141 517">• A schedule of all current European grant funded projects was presented to Grants Panel. The total estimated project costs approved is still £49m with grant of £32m. <li data-bbox="368 562 1141 714">• The Authority is still waiting for a revised approval letter from WEFO for Cross Hands Plot 3. The revised approval will include the additional project costs and the additional funding from WG. <li data-bbox="368 759 1141 981">• A number of projects are currently undergoing a reprofile exercise: <ul data-bbox="464 826 1141 981" style="list-style-type: none"> <li data-bbox="464 826 1141 902">○ Regional Engagement Team (ERDF & ESF) – project extended to October 2023 <li data-bbox="464 902 1141 981">○ Celtic Routes – project to be extended to August 2023 <li data-bbox="368 1025 1093 1102">• It's noted that all European funded projects will come to an end by October 2023. <li data-bbox="368 1146 1173 1330">• An update was provided to Grants Panel on the amount of grant income outstanding to the Authority for European grant funded projects. The total amount claimed to date is approximately £22.7m with a total of £1.6m grant income outstanding. <li data-bbox="368 1375 1173 1787">• Cross Hands East Strategic Employment Site Phase 2 is one of 4 schemes in the Strategic Employment Sites European grant funded project led by the WG. The grant income outstanding to CCC for this scheme from WG is £700k. The project as a whole has hit the WEFO grant retention threshold. No further grant monies will be released from WEFO until a full closure exercise has been undertaken by them. Clarification to be sought whether the other schemes as part of the project have also had grant monies retained. 	DT

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8.0	<p><u>AOB</u></p> <ul style="list-style-type: none"> It's noted that CMT have agreed that no new contracts for capital schemes should be entered into without explicit CMT approval. 	
9.0	<ul style="list-style-type: none"> Date of next meeting – 9:30am on 3rd March 2023 via Teams 	