

**MINUTES OF THE GRANTS PANEL MEETING HELD ON  
12<sup>th</sup> MAY 2016 IN THE RESOURCES CONFERENCE ROOM, COUNTY  
HALL**

**DATE: 16<sup>th</sup> May 2016**

**PRESENT:** Owen Bowen, Interim Head of Financial Services  
 Helen Pugh, Audit & Risk Manager  
 Stuart Walters, Interim Economic Development Manager  
 Rhian Phillips, European Programmes Manager  
 Delyth Thomas, Grants Compliance Officer (GCO)  
 Simon Davies, Chair of PWG, Education & Children's Services  
 Les James, Chair of PWG, Community Services  
 Julie Owens, Financial Audit Team Leader, Wales Audit Office (WAO)  
 Gemma Clutterbuck, Senior Procurement Officer

**APOLOGIES:** Helen Morgan, Interim Economic Development Manager  
 Alan Howells, Chair of PWG, Environment

	<b>SUBJECT</b>	<b>ACTION</b>
1.0	<b><u>Minutes of the last meeting</u></b>  <ul style="list-style-type: none"> <li>The minutes were agreed.</li> </ul>	
2.0	<b><u>Matters Arising</u></b>  <ul style="list-style-type: none"> <li>The Internal Audit Report and the final report on the lessons learnt exercise for the Carmarthenshire Local Service Board (LSB) funded projects to be reviewed and recommendations to be agreed in the next Grants Panel meeting.</li> <li>As a result of a corporate review on procurement arrangements across the Authority, a reminder of the rules has been sent to all officers who undertake procurement for the authority.</li> <li>The final report from WAO on the Certification of Grants &amp; Returns 2014/15 was circulated to Grants Panel members. An update to be provided to WAO on the responses by the funding authority on issues identified by WAO in the audit process. The summary report is due to be presented in the next Audit Committee meeting on 8<sup>th</sup> July 2016 and the summary report will be circulated to Grants Panel members prior to this meeting.</li> </ul>	All       All
3.0	<b><u>Wales Audit Office - Update</u></b>  <ul style="list-style-type: none"> <li>A schedule of the grants and returns due to be audited for the financial year 2015/2016 was distributed. The number of audits now required</li> </ul>	

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	<p>to be audited has reduced from 26 in 2014/2015 to 14 in 2015/2016.</p> <ul style="list-style-type: none"> <li>• Confirmation has been received from the WAO Central Team that an audit certificate is not required for the Environment &amp; Sustainable Development Directorate Revenue Grant. There is potential for an audit for Vibrant and Viable Places in 2017/2018 for the whole of the project from April 2014 to March 2017.</li> <li>• Project information for Housing Benefits and Pooled Budgets has been forwarded to WAO for auditing. Audit work has already started on Housing Benefits. The audit deadline for Pooled Budgets is 20/5/2016. The Authority has already been notified that there will be a delay in the completion of the audit.</li> <li>• Wales Audit Office has been invited to attend the next Project Working Group meeting for Education &amp; Children's Services (Revenue) to discuss the audit process and issues identified in previous audits</li> </ul>	
4.0	<p><b><u>Third Party Grants Process</u></b></p> <p><b><u>Procurement</u></b></p> <ul style="list-style-type: none"> <li>• The original process for Third Party Procurement was agreed by Grants Panel in 2012.</li> <li>• Further to discussions between Procurement and the Regeneration Division, the process has been reviewed and the revised process was presented to Grants Panel for consideration. The following amendments were agreed: <ul style="list-style-type: none"> <li>○ Thresholds have been amended to reflect current Procurement and European directives.</li> <li>○ For all purchases between £25,000 and £74,999 there is a requirement to contact the Project Manager in all instances where only one quote is received and to obtain permission to proceed.</li> <li>○ To provide clear instructions on the due diligence and financial checks that need to be undertaken by the applicant.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Quotations/tenders are only sought from appropriate suppliers.</li> <li>○ Guidance on avoiding conflicts of interest to be improved.</li> <li>○ Guidance to be included where there are changes to the specification or contract.</li> </ul> <p><b><u>Approval</u></b></p> <ul style="list-style-type: none"> <li>● A proposal is to be presented to CMT for consideration for the approval of grant awarded to Third Parties: <ul style="list-style-type: none"> <li>○ Grant awards of £250k and below to be approved by the Executive Board Member.</li> <li>○ Grant approvals for grants awarded of £251k and above to be approved by Executive Board.</li> </ul> </li> </ul>	
5.0	<p><b><u>Internal Audit (IA) - Update</u></b></p> <ul style="list-style-type: none"> <li>● The final claim for the Education Improvement Grant (EIG) 2015/16 is due to be submitted to IA for auditing. The turnaround for the audit is tight and as Pembrokeshire County Council (PCC) as lead on ERW needs to submit their claim to Welsh Government by the end of July.</li> <li>● PCC is yet to confirm audit arrangements for 2015/2016 for the Pupil Deprivation Grant.</li> <li>● Audits for the following grants have been concluded and reports are currently being drafted: <ul style="list-style-type: none"> <li>○ Pooled Budgets</li> <li>○ Major Repairs Allowance</li> <li>○ NRW Grants</li> </ul> </li> <li>● The audit of Building our Heritage is currently being undertaken.</li> <li>● IA is due to undertake a review of the Environment &amp; Sustainable Development Directorate Revenue Grant in September.</li> </ul>	
5.0	<p><b><u>Project Working Groups – Update</u></b></p> <p>Minutes of PWG meeting were circulated to Grants Panel members for :</p>	

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	<ul style="list-style-type: none"> <li>○ Environment – 23<sup>rd</sup> March 2016</li> <li>○ Communities – 16<sup>th</sup> March 2016</li> <li>○ Education &amp; Children’s Services (Capital) – 22<sup>nd</sup> March 2016</li> <li>○ Education &amp; Children’s Services (Revenue) – 12<sup>th</sup> April 2016</li> <li>○ Corporate Services &amp; Regeneration – 25<sup>th</sup> January 2016</li> </ul>	
7.0	<p><b><u>New Funding Programmes</u></b></p> <ul style="list-style-type: none"> <li>• Approval has been received from WG for the Swansea Bay Regional Engagement Team (RET). Total grant awarded for both ERDF and ESF elements total £809k.</li> <li>• The Authority has been successful in receiving funding of £180k from WG to undertake design works for potential future schemes for Flood Defence/Enhancements works in Burry Port and Pendine. The project will receive 100% funding.</li> <li>• Approval by WEFO is almost in place for the Cynnydd project, which is being led by PCC. Total spend on the project is £19m with approximately £3m spend in this Authority.</li> <li>• Another project led by PCC, Carm Nesa, is under development and is at the early stages of the process.</li> <li>• The Authority is currently waiting to hear from Visit Wales in respect of a grant of £3m for Pendine Visitor Attractor Project which will accompany the £1.5m grant awarded by WG in March 2016.</li> <li>• Stage 1 application has been approved by WG for funding from the Rural Community Development Fund (RCDF) for: <ul style="list-style-type: none"> <li>○ the Towy Valley Cycle Way (Capital grant £128k). An expression of interest has also been submitted to the WG’s Sustainable Management Scheme for this project (£1m capital grant)</li> <li>○ the Bwcabus project which will now cover Pembrokeshire as well as Ceredigion (£1.797m)</li> <li>○ Jacksons Lane (Capital Grant £128k)</li> <li>○ Wetlands, Carmarthen (Capital Grant £128k)</li> </ul> </li> </ul> <p>All projects will now move to Stage 2 of the application process.</p>	

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8.0	<p><b><u>Grant Income Outstanding</u></b></p> <ul style="list-style-type: none"> <li>• The majority of the grant income has now been received by the Authority in respect of the Convergence Schemes. The total outstanding in the last meeting totalled £9.5m. The current outstanding balance is approximately £19K and this is in respect of projects where the Authority is a partner.</li> <li>• Projects where grant income is outstanding include: <ul style="list-style-type: none"> <li>○ Materials Efficiency (£7.5k) – PCC have received monies from WEFO and are reviewing the final grant payment before forwarding to the Authority</li> <li>○ Coastal (£6.3K) – there are discrepancies regarding the final grant payment between Swansea City Council (lead body) and the Authority. Swansea City Council to be contacted regarding the outstanding balance due to this Authority</li> <li>○ Romans in Carmarthenshire Tourism (£5.2K) – Accountancy is currently in correspondence with the National Trust to agree the final grant monies due to the Authority.</li> </ul> </li> </ul>	
9.0	<ul style="list-style-type: none"> <li>• Date of next meeting – 12<sup>th</sup> July 2016 9:30am in the Resources Conference Room, County Hall</li> </ul>	