



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## GOHEBIAETH YN DILYN CYFARFOD Y PWYLLGOR

**Pwyllgor** PWYLLGOR LLYWODRAETHU AC ARCHWILIO

**Dyddiad ac amser  
y cyfarfod** DYDD MAWRTH, 21 MAWRTH 2023, 1.30 PM

Gweler isod gohebiaeth anfon gan Gadeirydd y Pwyllgor ar ôl y cyfarfod , ynghyd ag unrhyw ymatebion a gafwyd

Am unrhyw fanylion pellach, cysylltwch â [scrutinyviewpoints@caerdydd.gov.uk](mailto:scrutinyviewpoints@caerdydd.gov.uk)

17 **Gohebiaeth yn dilyn y cyfarfod pwyllgor**(*Tudalennau 3 - 6*)

Mae'r dudalen hon yn wag yn fwriadol

Ref: GAC2022-2  
 Date: 22 March 2023

Melanie Godfrey, Director of Education and Lifelong Learning  
 County Hall  
 Atlantic Wharf  
 Cardiff  
 CF104UW

Dear Melanie Godfrey

**Re: Education and Lifelong Learning Internal Audit Recommendations**

At our meeting yesterday, our Governance and Audit Committee noted that a number of Internal Audit recommendations are outstanding within your directorate.

This follows your attendance in January, at which time you provided a profile of the outstanding recommendations for each internal audit, and the timescale of when the respective reports were issued. At this time we noted a number of longstanding recommendations that need to be addressed.

A summary of the position we received in our meeting yesterday for school and non-school ‘red’ and ‘red/amber’ recommendations is shown below, whereby the agreed action date has passed for twenty-seven recommendations which remain open.

Red and Red Amber Recommendations – Education and Lifelong Learning

Area	No. of Audits	No. of Red Rec's	No. of Red/ Amber Rec's	open recommendations by status		
				No. of Rec's with Amended Action Date	No. of Rec's where action date has passed	Current target date not yet due
Schools	17	1	41	35	24	18
Non-Schools	9	4	13	16	3	14

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**GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI**  
 Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

**WORKING FOR CARDIFF, WORKING FOR YOU**  
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We receive all Internal Audit recommendations, management responses, and agreed target dates in each Committee meeting until the point that the recommendations are confirmed as completed. We also take the opportunity to consider the status in delivering audit recommendations when we meet with you, and other directors, to discuss the control environment in each directorate.

In delivering our responsibility of monitoring progress in addressing risk-related issues which have been reported to Committee, I promised Committee yesterday that, as Chairman, I would invite to you seeking your comments on any 'red' and 'red/amber' recommendations for which the action date has passed in respect of schools and those relating to the wider education and lifelong learning directorate.

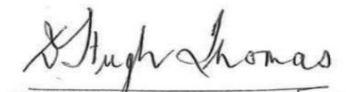
I kindly request:

- A brief explanation of the circumstances which have led to a delay in implementing the agreed actions for each particular audit.
- An outline of the current mechanisms in place to monitor and manage the delivery of school and non-school recommendations, and details of any proposed changes you may be considering to provide greater assurance going forward.
- A commitment and timeframe for the delivery of these recommendations.
- That if there are any recommendations for which circumstances have changed, and the original agreed action may require review, that you please draw these to my attention and make arrangements to discuss the position with the Audit Manager.

May I conclude in recording that I will be retiring and standing down from serving on the Governance and Audit Committee with effect from 31 March 2023. I would like to take the opportunity to thank you for your courtesy, and for the effective working relationship that you have established with our Committee since your appointment. I hope this relationship will continue, as and when, my successor as Chairperson is appointed.

If your response letter is provided after 31 March 2023, please address your letter to Gavin McArthur, current Deputy Chairperson of the Governance and Audit Committee.

Yours sincerely



**David Hugh Thomas**  
**Chairperson, Governance and Audit Committee**

Cc

Governance and Audit Committee  
Scrutiny Committee Chairpersons  
Chris Lee, Corporate Director Resources  
Chris Pyke, Audit Manager  
Gary Jones, Head of Democratic Services

Cyf/My Ref:: MG/HAE  
Eich Cyf/Your Ref:: GAC2022-2

Dyddiad/Date: 15<sup>th</sup> May, 2023

Via e-mail

Mr David Hugh Thomas,  
Chairperson,  
Governance and Audit Committee

Dear Mr Thomas,

**Re: Education and Lifelong Learning Internal Audit Recommendations**

Thank you for the letter and information regarding the recent Governance and Audit Scrutiny Committee. Firstly, can I thank you for your service as Chair and for those initial meetings that supported me as a new incoming Director to your Governance and Audit Committee.

Following on from the last Committee session I can confirm that we will provide the new Chair with a full analysis of our outstanding audit recommendations by the end of this academic year and that it will also be a priority piece of work for us a service department.

Yours sincerely



**Melanie Godfrey**  
**Director of Education and Lifelong Learning/**  
**Cyfarwyddwr Addysg a Dysgu Gydol Oes**

**PLEASE REPLY TO:** Education and Lifelong Learning Service, Room 412, County Hall, Cardiff CF10 4UW Tel (029) 2087 2700  
e-mail [Melanie.Godfrey@cardiff.gov.uk](mailto:Melanie.Godfrey@cardiff.gov.uk)

**GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI**

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