

My Ref: NB 200919/CP

Date: 20th September 2019

Nick Batchelar
Director of Education and Lifelong Learning
Room 436
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Atlantic Wharf
Cardiff, CF10 4UW



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Dear Nick

Delivery of Internal Audit Recommendations

The Audit Committee has noted that there are certain high / medium risk Internal Audit recommendations outstanding within your directorate which passed the agreed implementation date some time ago.

We review all Internal Audit recommendations, management responses, and agreed target dates in each Committee meeting until the point that the recommendations are confirmed as being completed. We also take the opportunity to consider the situation relating to the delivery of audit recommendations when we meet with directors and discuss the control environment within each directorate.

In discharging our responsibility to monitor the progress of addressing risk-related issues reported to the Committee, we would appreciate an account for any 'red' and 'red/amber' recommendations which are still outstanding, or for which evidence is still required, and where the original agreed implementation date was prior to 1st January 2019.

Accompanying this letter is a list of the 19 recommendations which meet the above criteria. I would request:

- A brief explanation of the circumstances which have led to a delay in implementing the agreed actions, together with any supporting evidence of this, for each particular audit, and;
- A commitment and timeframe for the delivery of these outstanding recommendations, drawing our attention to any relevant inhibitors or oversight mechanism you may apply.

If there are any particular recommendations for which circumstances have changed, and the original agreed action may require review, please make arrangements to discuss the position with the Audit Manager who will brief the Committee accordingly.

Yours sincerely

Ian Arundale
Chairperson, Audit Committee
Cardiff Council

cc Audit Committee Members
Chris Lee, Corporate Director Resources
Chris Pyke, Audit Manager
Rita Rohman, PA/Secretary to Chris Lee
Joanne Brunton, Audit Assistant

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.

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The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

