

Cyf/My Ref:: MG/HAE
Eich Cyf/Your Ref:: AC.21.2

Dyddiad/Date: 16th March, 2021

Mr H. Thomas,
Chairperson,
Audit Committee,
Cardiff Council

Dear Hugh,

Internal Audit Recommendations – Education and Schools

Thank you for your recent letter in which you draw my attention to certain high/medium risk Internal Audit recommendations outstanding in my directorate for which the agreed implementation date has passed.

As the incoming new Director of Education and Lifelong Learning I was aware of these and over the last few months have started to put in place actions to ensure that each one is followed up and completed within a reasonable time.

At your next Audit Committee meeting on the 23rd March 2021 you will receive an updated analysis of these recommendations. This will show that each of the recommendations for the central directorate has been recently reviewed and now has an amended completion date. These updates have been discussed and agreed with the Council's Audit Manager. I have put in place arrangements that each one of these will be followed up through my weekly Education Management Team meetings and responsible officers will held to account for meeting these revised timeframes.

Additionally, to support this, following a restructure of the Business Support Team within the Directorate I have created and appointed to a new post of Performance and Governance Manager who will going forward, oversee our Risk Management, Compliance and Governance work across the Directorate.

The pandemic has impacted hard on schools ability to work to any sort of normality, however as part of the school recovery and restart process I intend to review each individual schools outstanding recommendations with them during the Summer Term of 2021 to ensure all are completed before the new academic year starts in September 2021.

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

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.



Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink that reads "M. J. Godfrey". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

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

c.c Chris Lee, Corporate Director Resources
 Ian Allwood, Head of Finance
 Chris Pyke, Audit Manager