



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

2 March 2016

Ms Tracey McNulty
Head of Cultural Services
City & County of Swansea
The Guildhall
Swansea

Dear Ms McNulty

**Audit Committee – Pentrehafod Pool and Sports Hall /
Outdoor Leisure Spot Checks**

At the last meeting of the Audit Committee, the Chief Auditor presented a report showing the audits which had been finalised during the third quarter of 2015/16. The report highlighted any audits which had received a 'moderate' or 'limited' level of assurance and also identified the reasons why the audits received the negative level of assurance.

The Committee noted that the Pentrehafod Pool and Sports Hall and the Outdoor Leisure Spot Checks audits had both received a moderate level of assurance.

The main issues which led to the audits receiving a moderate level of assurance were:

Pentrehafod Pool and Sports Hall

- It was not possible to confirm that all staff had valid Disclosure and Barring Service checks
- A copy of the fire evacuation procedure was not held on site
- Club booking forms were not completed and there was no evidence of club's insurance details being retained
- A significant income deficit had not been investigated

Outdoor Leisure Spot Checks

- Traffic Regulation Orders were not in place for 2 car parks which meant that enforcement action could not be taken
- Individual vehicle details are not recorded on parking permits issued
- Staff car parking permits had not been approved by the Head of Service

CHAIR OF AUDIT COMMITTEE / CADEIRYDD Y PWYLLGOR ARCHWILIO
ALAN THOMAS

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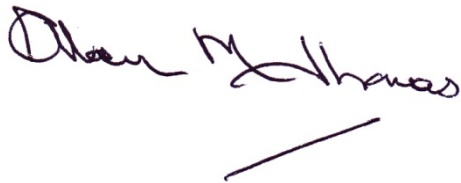
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- Approval of the terms and conditions for parking permits could not be found

The Audit Committee were concerned that the audits had received a moderate level of assurance and asked me to write to you to say that the Committee expected to see a significant improvement in internal control as a result of the recent audits.

I understand that a follow up audit of each service will be undertaken by the Internal Audit Section after Easter to check that the agreed recommendations have been implemented within the agreed timescale. The results of the follow up audit will be reported to the Audit Committee in August 2016 where it is expected that substantial progress will have been made implementing the recommendations.

Yours sincerely



Mr Alan Thomas
Chair of Audit Committee

If you require this or any other information in another format e.g. Braille, audio tape or a different language, please contact me

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