

Governance & Audit Committee Workplan 2023/24

Appendix 1

Terms of Reference	14 June 2023	19 July 2023	13 September 2023	25 October 2023	6 December 2023	17 January 2024	28 February 2024	14 March 2024	10 April 2024	June 2024 (24/25)
Training									Performance Management Framework (May 24)	Risk Management
Governance & Assurance	Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group	Complaints Update Report 2022/23		Scrutiny Annual Report 2022-23. The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships – 6 Month Update Public Services Ombudsman for Wales Annual letter to the Council for the period 2022-23			Annual Complaints Report		Draft Committee Work Programme 2024/25	Annual Governance Statement 2023/24 Draft Governance & Audit Committee Annual Report 2023/24 Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group
Internal Audit	IA Quarter 4 2022/23 Monitoring Report IA Quarter 4 2022/23 Recommendation Tracker Report Fleet Maintenance Update Accounts Receivable Update DBS Update	Annual Report of School Audits 2022-23	IA Quarter 1 2023/24 Monitoring Report Moderate Report - Catering and Cleaning Team 23/24 IA Quarter 1 2023/24 Recommendation Tracking Report	Employment of Agency Staff Update Management of Absence Update Moderate Report – Clydach Primary School External Assessment Report 2023/24.	IA Quarter 2 2023/24 Monitoring Report	Accounts Receivable Update Fundamental Audits 2022/23 – Rec Tracker Report	IA Quarter 3 2023/24 Monitoring Report IA Annual Plan Methodology Report 2024/25		IA Charter 2024/25 IA Strategy & Draft Annual Plan 2024/25 Update on the Council's Management Arrangements for Sickness Absence and Occupational Health.	Internal Audit Annual Report 2023/24
Risk Management & Performance			Q1 Risk Monitoring Report The Annual Review of Performance 2022-23 (including Self-Assessment Report)		Q2 Risk Monitoring Report		Q3 Risk Monitoring Report Risk Management Review (Verbal)			Q4 Risk Monitoring Report

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Counter Fraud		Corporate Fraud Annual Report 2022/23 and Corporate Fraud Annual Plan 2023/24			Corporate Fraud – Six Month Update					
Operational matters / key risks			Update on Internal Control Environment – Director of Education	Update on Internal Control Environment - Director of Social Services	Update on Internal Control Environment - Director of Finance		Update on Internal Control Environment – Director of Place		Update on Internal Control Environment – Director of Corporate Services	
External Audit	Audit Wales Report - City & County of Swansea Annual Audit Summary	Audit Wales Work Programme and Timetable – City and County of Swansea Council.		Audit Wales Work Programme and Timetable – City and County of Swansea Council. Audit Wales – 2023 Audit Plan 'A Missed Opportunity' - Social Enterprises. 'Together we can' - Community Resilience and Self-Reliance	Audit Wales Work Programme and Timetable – City and County of Swansea Council. Setting of well-being objectives – City and County of Swansea Council Audit Wales Letter – Review of the Council's Transformation Programme External Audit Recommendations.	Audit Wales - Audit of the Council's Digital Strategy 2023-28	Audit Wales Work Programme and Timetable – City and County of Swansea Council. External Audit Tracker Report	Audit Wales - Audit of Accounts Report - City & County of Swansea.	Audit Wales - Assurance and Risk Assessment - Financial Position Update Audit Wales Report - City & County of Swansea Annual Audit Summary	Audit Wales - 2024 Audit Plan External Audit Tracker Report
Financial Reporting					Draft Statement of Accounts 2022/23			Draft Statement of Accounts 2022/23		