

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Head of Education Planning &amp; Resources</b>		
Bishopston Primary School	Medium	Planned
Cila Primary School	Medium	In Progress
Clydach Primary School	Medium	Planned
Crwys Primary School	Medium	In Progress
Cwmglas Primary School	Medium	In Progress
Gors Community Primary School	Medium	Planned
Gorseinon Primary School	Medium	Planned
Gwrosydd Primary School	Medium	Planned
Hendrefoilan Primary School	Medium	Planned
Knelston Primary School	Medium	Planned
Pen-y-Fro Primary School	Medium	Planned
Penyrheol Primary School	Medium	Planned
Pontarddulais Primary School	Medium	Planned
Portmead Primary School	Medium	In Progress
St Helens Primary School	Medium	Planned
St Josephs Catholic Primary School	Medium	Planned
Townhill Community Primary School	Medium	Planned
Trallwn Primary School	Medium	Planned
Waun Wen	Medium	In Progress
YGG Y Login Fach	Medium	Planned
Primary School Self Assessment	Medium	Planned
Birchgrove Comprehensive School	Medium	In Progress
Bishop Gore Comprehensive School	Medium	In Progress
Bishop Vaughan Catholic Comprehensive School	Medium	Planned
Dylan Thomas Community School	Medium	Planned
Ysgol Penybryn	Medium	Planned
School Funding & Information	Medium/High	Planned
School Kitchens	Medium	Planned
Civic Centre Catering	Medium	Draft
Swansea Children's Centre	Medium	In Progress
<b>Head of Education Improvement</b>		
Arts in Education	Medium	Draft
<b>Head of Education Inclusion</b>		
Access to Learning - Management & Admin	Medium	Planned
Psychology Service	Medium	Planned
Recoupment	Medium	Planned
SEN Statementing & Support	Medium	Planned
Behaviour & Learning Support	Medium/Low	Final
Education Welfare Service	Medium	Draft

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Head of Service	Risk Rating	Progress
<b>Education - Other</b>		
Community Focused Childcare Grant	N/A	Planned
School Uniform Grant	N/A	Planned
Foundation Phase Grant	N/A	Not Required
Schools Annual Report	N/A	In Progress
<b>Head of Child and Family Services</b>		
Youth Offending Service	Medium/High	Planned
Use of Taxis - Authorisation	Medium	Draft
Safeguarding	New	Planned
<b>Head of Adult Services</b>		
Unified Assessment of Care	Medium	Planned
Taxi Framework Contract	Medium/High	Draft
Supporting People Grant	N/A	Planned
Victoria Park Kiosk	Medium/Low	Draft
Adult Family Placements	New	Planned
Establishments - Self Assessment Checklist	Medium/High	In Progress
<b>Directorate Services</b>		
No audits planned		
<b>Head of Poverty &amp; Prevention</b>		
Partnerships, Performance & Commissioning	New	Planned
Young Peoples Service	Medium	In Progress
Community Food Growing Team	Medium	Not Required
Info-Nation	New	Planned
Community Safety & CCTV	Medium	In Progress
Welsh Government Youth Strategy Grant	N/A	Not Required
<b>Head of Corporate Building &amp; Property Services</b>		
Heol y Gors - Estimating	Medium	Planned
Heol y Gors - Plant	Medium	Planned
Day to Day Repairs - Maintenance Section	Medium/High	Planned
Facilities Management	Medium/Low	Draft
Mail Room	New	Not Required
<b>Head of Waste Management</b>		
Domestic Refuse Collection	Medium	Planned
Waste Enforcement	New	Planned
Parks Central Operations	Low	Planned
<b>Head of Highways &amp; Transportation</b>		
Concessionary Bus Fares	N/A	Planned
Car Parks	Medium/High	Planned
Taxi Framework Contract	Medium	Planned
Clydach Depot - Stores	Medium	Planned
Clydach Depot - Plant	Medium	Planned
Streetworks	Medium	In Progress

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
Central Transport Unit - Fleet Maintenance	Medium/High	Planned
Central Transport Unit - Fleet/Spot Hire	Medium	In Progress
Central Transport Unit - Fuel	Medium	Planned
Highways Trading Account	New	Planned
<b>Head of Housing &amp; Public Protection</b>		
Eastside District Housing Office	Medium	In Progress
Gorseinon District Housing Office	Medium	In Progress
West Cross District Housing Office	Medium	In Progress
Leasehold Properties	Medium	In Progress
Asylum Seekers	Medium/High	Not Required
Housing Partnerships	Medium	Planned
National Home Improvement Loan Scheme	New	Deferred
Sheltered Housing Service	New	Planned
Burials & Cremations	Medium	In Progress
Trading Standards Division	Medium	Planned
Trading Standards NTSB Grant	N/A	Planned
Rechargeable Works	Medium	Planned
<b>Head of Cultural Services</b>		
Bishopston Sports Centre	Medium/Low	Planned
Pentrehafod Sports Centre	Medium/Low	Planned
Spot Checks	N/A	Planned
Grand Theatre	Medium/High	Planned
Branch Libraries	Medium/Low	Planned
<b>Head of Economic Regeneration and Planning</b>		
European Unit	Medium	Not Required
Rights of Way	New	Planned
Rural Development Plan	High	Planned
Planning & Enforcement	New	Planned
Planning - AONB	New	Planned
<b>Head of Communications &amp; Customer Engagement</b>		
Executive Board Support	Medium	In Progress
Web Development	New	Planned
<b>Head of Legal, Democratic Services &amp; Procurement</b>		
Coroners Service	Medium/High	In Progress
P Cards	Medium	In Progress
Election Expenses	N/A	Planned
<b>Head of Human Resources &amp; Organisational Development</b>		
Flexicard Machines & Security	Medium/High	Planned
HR Policies	New	Planned
Employment of Agency Staff	New	Planned

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Head of Information &amp; Business Change</b>		
Project Management Methodology	New	Planned
Information Management	New	Planned
ICT Contract Transfer	New	In Progress
<b>Head of Finance &amp; Delivery</b>		
Civic Centre Cash Office	Medium/High	Final
Write-off Requests by Departments	N/A	In Progress
Cashiers Write Offs	N/A	Planned
Bank Reconciliation	High	Planned
Petty Cash Accounts	Medium	Final
Insurance	Medium	In Progress
Grants Receivable	Medium/High	Planned
Leasing	Medium	Final
Taxation - VAT	Medium	Planned
Income Tax - Self Employed	Medium	Planned
Pension Fund Other	New	Planned
Trusts and Charities	New	Planned
Budget Strategy & Setting Process	New	Planned
NPT DEAR Grant	N/A	Final
Private Residential Care Charges	Medium/High	Planned
Social Services Debt Recovery	High	Planned
Short Term Care	Medium	Planned
<b>Fundamental Systems</b>		
Payroll	High	Planned
Pensions Administration	High	Planned
Teachers Pensions	Medium	Planned
Accounts Receivable	High	Planned
Business Rates	Medium	Planned
Pension Fund Investments	High	Planned
Housing Rents	Medium	Planned
Accounts Payable	Medium	Planned
Housing & Council Tax Benefit	Medium	Planned
Capital Accounting	Medium	Planned
Main Accounting	Medium	Planned

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/06/15

Head of Service	Risk Rating	Progress
<b>Contract Audits - Systems</b>		
<b>Legal</b>		
Acceptance of Tenders	Medium	Planned
Liquidations	Medium/High	Planned
<b>Procurement</b>		
Contract Register	Medium	Planned
<b>Highways &amp; Transportation</b>		
Business Case, Tendering & Evaluation	Medium	Planned
Control of Contracts	Medium	Planned
<b>Corporate Building Services</b>		
Tendering	Medium	Planned
<b>Finance/Legal</b>		
Insurance Cover & Performance Bonds	New	Planned
<b>Computer Audits</b>		
ICT Data Storage	Medium	Planned
ICT Assets	Medium	Planned
Firewall Controls - Corporate	Medium	Planned
Firewall Controls - Education	Medium	Planned
Virtual Server Environment	New	Planned
Payment Card Industry - Data Security Standard	Medium	Planned
Disaster Recovery & Business Continuity	Medium/High	Planned
GCSX & Encryption	New	Planned
Change Control ISiS	High	Planned
<b>Projects and Special Investigations</b>		
P Card Review of Purchases	N/A	In Progress
Departmental Gifts & Hospitality Registers	New	In Progress
Review of Corporate Risks	New	Planned
Added Value Work	New	Planned