

INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 30/09/15

Head of Service	Risk Rating	Progress
Head of Education Planning & Resources		
Bishopston Primary School	Medium	Planned
Cila Primary School	Medium	Final Issued
Clydach Primary School	Medium	Planned
Crwys Primary School	Medium	Draft Issued
Cwmglas Primary School	Medium	Draft Issued
Gors Community Primary School	Medium	In Progress
Gorseinon Primary School	Medium	Planned
Gwyrosydd Primary School	Medium	Planned
Hendrefoilan Primary School	Medium	Planned
Knelston Primary School	Medium	In Progress
Pen-y-Fro Primary School	Medium	Planned
Penyrheol Primary School	Medium	In Progress
Pontarddulais Primary School	Medium	In Progress
Portmead Primary School	Medium	Draft Issued
St Helens Primary School	Medium	Planned
St Josephs Catholic Primary School	Medium	Planned
Townhill Community Primary School	Medium	In Progress
Trallwn Primary School	Medium	In Progress
Waun Wen	Medium	In Progress
YGG Y Login Fach	Medium	Planned
Primary School Self Assessment	Medium	In Progress
Birchgrove Comprehensive School	Medium	Final Issued
Bishop Gore Comprehensive School	Medium	In Progress
Bishop Vaughan Catholic Comprehensive School	Medium	In Progress
Dylan Thomas Community School	Medium	Final Issued
Ysgol Penybryn	Medium	Planned
School Funding & Information	Medium/High	Planned
School Kitchens	Medium	Planned
Civic Centre Catering	Medium	Draft Issued
Swansea Children's Centre	Medium	Draft Issued
Head of Education Improvement		
Support for the Arts	Medium	Final Issued
Head of Education Inclusion		
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 Issued
Education Welfare Service	Medium	Final Issued

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Head of Service	Risk Rating	Progress
Education - Other		
Community Focused Childcare Grant	N/A	Planned
School Uniform Grant	N/A	In Progress
Foundation Phase Grant	N/A	Not Required
Schools Annual Report	N/A	Final Issued
Head of Child and Family Services		
Youth Offending Service	Medium/High	Planned
Use of Taxis - Authorisation	Medium	Final Issued
Safeguarding	New	In Progress
Head of Adult Services		
Unified Assessment of Care	Medium	In Progress
Taxi Framework Contract	Medium/High	Final Issued
Supporting People Grant	N/A	Final Issued
Victoria Park Kiosk	Medium/Low	Final Issued
Adult Family Placements	New	Planned
Establishments - Self Assessment Checklist	Medium/High	In Progress
Directorate Services		
No audits planned		
Head of Poverty & Prevention		
Partnerships, Performance & Commissioning	New	In Progress
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
Head of Corporate Building & Property Services		
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	Final Issued
Mail Room	New	Not Required
Head of Waste Management		
Domestic Refuse collection	Medium	In Progress
Waste Enforcement	New	Planned
Parks Central Operations	Low	In Progress
Head of Highways & Transportation		
Concessionary Bus Fares	N/A	Planned
Car Parks	Medium/High	In Progress
Taxi Framework Contract	Medium	Planned
Clydach Depot - Stores	Medium	Planned
Clydach Depot - Plant	Medium	Planned
Streetworks	Medium	Final Issued
Central Transport Unit - Fleet Maintenance	Medium/High	Planned
Central Transport Unit - Fleet/Spot Hire	Medium	Final Issued

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

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Head of Finance & Delivery		
Cashiers Office	Medium/High	Final Issued
Write-off Requests by Departments	N/A	In Progress
Cashiers Write Offs	N/A	Planned
Bank Reconciliation	High	Draft Issued
Petty Cash Accounts	Medium	Final Issued
Insurance	Medium	In Progress
Grants Receivable	Medium/High	Planned
Leasing	Medium	Final Issued
Taxation - VAT	Medium	Draft Issued
Income Tax - Self Employed	Medium	Draft Issued
Pension Fund Other	New	Planned
Trusts and Charities	New	Planned
Budget Strategy & Setting Process	New	Planned
NPT DEAR Grant	N/A	Final Issued
Private Residential Care Charges	Medium/High	Planned
Social Services Debt Recovery	High	Planned
Short Term Care	Medium	Planned
Fundamental Systems		
Payroll	High	Planned
Pensions Administration	High	Planned
Teachers Pensions	Medium	In Progress
Accounts Receivable	High	In Progress
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
Contract Audits - Systems		
Legal		
Acceptance of Tenders	Medium	In Progress
Liquidations	Medium/High	Planned
Procurement		
Contract Register	Medium	Planned
Highways & Transportation		
Business Case, Tendering & Evaluation	Medium	Planned
Control of Contracts	Medium	Planned
Corporate Building Services		
Tendering	Medium	Planned
Finance/Legal		
Insurance Cover & Performance Bonds	New	Planned

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Head of Service	Risk Rating	Progress
Computer Audits		
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
Projects and Special Investigations		
P Card Review of Purchases	N/A	In progress
Departmental Gifts & Hospitality Registers	New	Draft Issued
Review of Corporate Risks	New	In Progress
Added Value Work	New	Planned