

## INTERNAL AUDIT PLAN 2015/16 - PROGRESS TO 31/12/15

Head of Service	Risk Rating	Progress
<b>Head of Education Planning &amp; Resources</b>		
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	Draft Issued
Gorseinon Primary School	Medium	Planned
Gwrosydd Primary School	Medium	In Progress
<b>Grange Primary School</b>	<b>Medium</b>	<b>In Progress</b>
Hendrefoilan Primary School	Medium	Final Issued
Knelston Primary School	Medium	Draft Issued
<b>Newton Primary School</b>	<b>Medium</b>	<b>Draft Issued</b>
Pen-y-Fro Primary School	Medium	Planned
Penyrheol Primary School	Medium	In Progress
<b>Pennard Primary School</b>	<b>Medium</b>	<b>Draft Issued</b>
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	Final Issued
Trallwn Primary School	Medium	Draft Issued
Waun Wen Primary School	Medium	In Progress
YGG Y Login Fach	Medium	In Progress
Primary School Self Assessment	Medium	In Progress
Birchgrove Comprehensive School	Medium	Final Issued
Bishop Gore Comprehensive School	Medium	Final Issued
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	Final Issued
<b>Head of Education Improvement</b>		
Support for the Arts	Medium	Final Issued
<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 and Learning Support	Medium/Low	Final Issued
Education Welfare Service	Medium	Final Issued

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Head of Service	Risk Rating	Progress
<b>Education - Other</b>		
Community Focused Childcare Grant	N/A	Not Required
School Uniform Grant	N/A	Final Issued
Foundation Phase Grant	N/A	Not Required
Schools Annual Report	N/A	Final Issued
<b>Head of Child and Family Services</b>		
Youth Offending Service	Medium/High	Planned
Use of Taxis - Authorisation	Medium	Final Issued
Safeguarding	New	In Progress
<b>Head of Adult Services</b>		
Unified Assessment of Care	Medium	Draft Issued
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	Draft Issued
<b>Directorate Services</b>		
No audits planned		
<b>Head of Poverty &amp; Prevention</b>		
Partnerships, Performance & Commissioning	New	In Progress
Young Peoples Service	Medium	Final Issued
Community Food Growing Team	Medium	Not Required
Info-Nation	New	Planned
Swansea Children's Centre/Mayhill Family Centre	Medium	Final Issued
Community Safety and 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	Deferred
Heol y Gors - Plant	Medium	Deferred
Day to Day Repairs - Maintenance Section	Medium/High	Deferred
Facilities Management	Medium/Low	Final Issued
Mail Room	New	Not Required
<b>Head of Waste Management</b>		
Domestic Refuse collection	Medium	Draft Issued
Waste Enforcement	New	Planned
Parks Central Operations	Low	Draft Issued

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Head of Service	Risk Rating	Progress
<b>Head of Highways &amp; Transportation</b>		
Concessionary Bus Fares	N/A	In Progress
Car Parks	Medium/High	Final Issued
Taxi Framework Contract	Medium	Final Issued
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
Central Transport Unit - Fuel	Medium	Draft Issued
Highways Trading Account	New	In Progress
<b>Head of Housing &amp; Public Protection</b>		
Eastside District Housing Office	Medium	Final Issued
Gorseinon District Housing Office	Medium	Final Issued
West Cross District Housing Office	Medium	Final Issued
Leasehold Properties	Medium	Final Issued
Asylum Seekers	Medium/High	Not Required
Housing Improvement Team	Medium	Final Issued
National Home Improvement Loan Scheme	New	Deferred
Sheltered Housing Service	New	Final Issued
Burials and Cremations	Medium	Final Issued
Trading Standards Division	Medium	Final Issued
Trading Standards NTSB Grant	N/A	Planned
Rechargeable Works	Medium	Draft Issued
<b>Rent and Arrears Team</b>	<b>Medium</b>	<b>In Progress</b>
<b>Head of Cultural Services</b>		
Bishopston Sports Centre	Medium/Low	Final Issued
Pentrehafod Sports Centre	Medium/Low	Final Issued
Spot Checks	N/A	Final Issued
Grand Theatre	Medium/High	Draft Issued
Branch Libraries	Medium/Low	In Progress
<b>Swansea Museum</b>	<b>Medium</b>	<b>In Progress</b>
<b>Plantasia</b>	<b>Medium</b>	<b>Planned</b>
<b>Head of Economic Regeneration and Planning</b>		
European Unit	Medium	Not Required
Rights of Way	New	In Progress
Rural Development Plan	High	Final Issued
Planning and Enforcement	New	Deferred
Planning - AONB	New	Deferred

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Head of Service	Risk Rating	Progress
<b>Head of Communications &amp; Consultation</b>		
Executive Board Support	Medium	Final Issued
Web Development	New	Deferred
<b>DesignPrint</b>	<b>Medium</b>	<b>Planned</b>
<b>Head of Legal, Democratic Services &amp; Procurement</b>		
Coroners Service	Medium/High	In Progress
P Cards	Medium	In Progress
Election Expenses	N/A	Final Issued
<b>Electoral Services</b>	<b>Medium</b>	<b>In Progress</b>
<b>Head of Human Resources</b>		
Flexicard Machines & Security	Medium/High	Draft Issued
HR Policies	New	In Progress
Employment of Agency Staff	New	In Progress
<b>Head of Information &amp; Business Change</b>		
Project Management Methodology	New	Deferred
Information Management	New	In Progress
ICT Contract Transfer	New	In Progress
<b>Head of Finance &amp; Delivery</b>		
Cashiers Office	Medium/High	Final Issued
Write-off Requests by Departments	N/A	In Progress
Cashiers Write Offs	N/A	Planned
Bank Reconciliation	High	Final Issued
Petty Cash Accounts	Medium	Final Issued
Insurance	Medium	In Progress
Grants Receivable	Medium/High	In Progress
Leasing	Medium	Final Issued
Taxation - VAT	Medium	Final Issued
Income Tax - Self Employed	Medium	Draft Issued
Pension Fund Other	New	Planned
Trusts and Charities	New	In Progress
Budget Strategy & Setting Process	New	Planned
NPT DEAR Grant	N/A	Final Issued
Private Residential Care Charges	Medium/High	Deferred
Social Services Debt Recovery	High	Deferred
Short Term Care	Medium	Deferred
<b>School Bank Reconciliation</b>	<b>Medium</b>	<b>Planned</b>

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Head of Service	Risk Rating	Progress
<b>Fundamental Systems</b>		
Payroll	High	In Progress
Pensions Administration	High	In Progress
Teachers Pensions	Medium	Final Issued
Accounts Receivable	High	In Progress
Business Rates	Medium	Planned
Pension Fund Investments	High	In Progress
Housing Rents	Medium	In Progress
Accounts Payable	Medium	Planned
Housing and Council Tax Benefit	Medium	Planned
Capital Accounting	Medium	Draft Issued
Main Accounting	Medium	Planned
<b>Contract Audits - Systems</b>		
<b>Legal</b>		
Acceptance of Tenders	Medium	In Progress
Liquidations	Medium/High	Planned
<b>Procurement</b>		
Contract Register	Medium	Final Issued
<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	Deferred
ICT Assets	Medium	Deferred
Firewall Controls - Corporate	Medium	Deferred
Firewall Controls - Education	Medium	Deferred
Virtual Server Environment	New	Deferred
Payment Card Industry - Data Security Standard	Medium	Deferred
Disaster Recovery & Business Continuity	Medium/High	Planned
GCSX and Encryption	New	Deferred
Change Control ISiS	High	Deferred
<b>Projects and Special Investigations</b>		
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