

INTERNAL AUDIT ANNUAL PLAN 2018/19

Head of Service	Risk Rating	Progress as at 30/06/18
Education Planning & Resources		
Danygraig Primary	Med/High	In Progress
Mayals Primary	Medium	Final Issued
Y.G.G. Bryn-y-Mor	Low	In Progress
Christchurch Ch.in Wales	Medium	In Progress
Bwrlais Primary	Medium	In Progress
Dunvant Primary	Medium	In Progress
Brynhyfryd Juniors	Medium	In Progress
Pontlliw Primary	Medium	Draft Issued
Talycopa Primary	Medium	In Progress
Gowerton Primary	Medium	In Progress
Sketty Primary	Low	In Progress
Terrace Road Primary	Medium	In Progress
Cila Primary	Low	In Progress
Townhill Community Primary	Medium	In Progress
Hendrefoilan Primary	Medium	In Progress
Penclawdd Primary	Medium	In Progress
Gors Community Primary	Medium	In Progress
Knelston Primary	Low	in Progress
Y.G.G. Y Login Fach	Medium	Draft Issued
Y.G.G. Bryniago	Medium	In Progress
Newton Primary	Medium	In Progress
St. Helen's Primary	Low/Med	In Progress
Trallwn Primary	Medium	In Progress
Portmead Primary	Medium	In Progress
Gowerton Comprehensive	Med	Draft Issued
Birchgrove Comprehensive	Low	In Progress
Bishop Gore Comprehensive	Low	In Progress
Dylan Thomas Comprehensive	Med	In Progress
Arts in Education	Medium	In Progress
Achievement & Partnership Service		
Welsh Service	New	Deferred
Vulnerable Learner Service		
Education Welfare Service	Medium	Final Issued
Catering Service – Civic Centre	Medium	In Progress
Cleaning Service	Medium	In Progress
Education – Other		
School Uniform Grant	N/A	Planned
Education Improvement Grant	N/A	In Progress
Pupil Deprivation Grant	N/A	In Progress
Schools Annual Report	N/A	In Progress
Child & Family Services		
Grants & Contracts	Low/Med	In Progress

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Adult Services		
Community Alarm Service	Medium	Final Issued
Integrated Community Equipment & Suresprung	High	Final Issued
Service Users Assessment of Care	Medium	Planned
Supporting People Grant	N/A	In Progress
Suresprung - Work Choice Program	N/A	Planned
Self Assessment Checklists	Med/High	Planned
Social Services – Directorate Services		
No audits planned	N/A	N/A
Poverty & Prevention		
Swansea Children's Centre & Mayhill Centre	Medium	In Progress
Early Intervention Services	New	In Progress
Corporate Building Services		
Admin & Finance	Low/Med	Planned
Corporate Property Services		
No audits planned	N/A	N/A
Waste Management & Parks		
Domestic Refuse Collection	Medium	In Progress
Grounds Maintenance	Medium	In Progress
Highways & Transportation		
Concessionary Bus Fares	N/A	In Progress
Car Parks	Med/High	Final Issued
Clydach Depot – Fuel & Plant	Medium	In Progress
Streetworks	Medium	Final Issued
CTU Fleet Hire / Spot Hire	Medium	In Progress
Traffic Orders	New	Planned
Taxi Framework Contract – Adult Services	Medium	Final Issued
Live Kilometre Support Grant	N/A	Planned
Housing & Public Protection		
Housing Options	Medium	In Progress
Eastside District Housing Office	Medium	Final Issued
Morrison & Clase District Housing Offices	Medium	Final Issued
Neighbourhood Support Unit	Low/Med	In Progress
Housing Loans and Grants	Medium	In Progress
Affordable Housing	New	In Progress
Building Regulations	Low/Med	In Progress
Trading Standards Division	Medium	Draft Issued
Rechargeable Works	Medium	In Progress
Cultural Services		
Outdoor Leisure	Medium	In Progress
St Helens Ground	Low/Med	In Progress
Plantasia	Medium	In Progress
Grand Theatre	Med/High	Final Issued

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Central Library	Medium	In Progress
Record Management	<i>New</i>	In Progress
Planning & City Regeneration		
Section 106 Agreements	High	Planned
Landscape	<i>New</i>	Planned
Nature Conservation	<i>New</i>	In Progress
Communications & Marketing		
Civic Admin, Mayoral Services & Mansion House	Low/Med	In Progress
Financial Services & Service Centre		
Cashiers Office	Med/High	In Progress
Write Off Requests by Departments	N/A	Planned
Cashiers Write Offs	N/A	Planned
Bank Reconciliations	Medium	In Progress
School Bank Reconciliations	Medium	Planned
Petty Cash Accounts	Medium	In Progress
Grants Receivable	Med/High	In Progress
Leasing	Medium	In Progress
Income Tax – Self Employed	Medium	Planned
Construction Industry Tax Scheme	Medium	In Progress
Risk Management	High	In Progress
Blue Badges	Medium	In Progress
Budget Strategy & Management	<i>New</i>	Planned
Performance Indicators	<i>New</i>	Planned
Residential Contributions – Assessments	Medium	In Progress
Debt Recovery	High	Planned
Fairer Charging	Medium	Planned
Adult Family Placements	<i>New</i>	Planned
Flexicard Machines and Security	Med/High	In Progress
Legal, Democratic Services & Business Intel		
Land Charges	Low	Planned
Electoral Services	Medium	Final Issued
Human Resources		
Employment of Agency Staff	Med/High	Planned
Health & Safety	<i>New</i>	In Progress
Business Continuity	<i>New</i>	Planned
Digital & Transformation		
ICT Administration	Med/High	In Progress
Oracle Authorisation Limits	Med/High	In Progress
IT Assets	Medium	In Progress
Network Controls – Corporate Network	Medium	In Progress
Network Controls – Firewall Controls Corporate	Medium	In Progress
Virtual Server Environment	Medium	Planned
Internet Controls – Corporate Network	Low/Med	In Progress

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Payment Card Industry – Data Security	Medium	In Progress
E-Commerce Controls	Medium	In Progress
Business Continuity - IT	New	Planned
Data Protection – Software Licences	Medium	In Progress
Application Controls – Flare System	Medium	Final Issued
Application Controls – Fostercare System	Medium	In Progress
Change Control	Medium	Planned
Digital Strategy	High	Planned
Telephones (Civic & Guildhall)	Low/Med	Final Issued
IDEA – Extraction of Data	N/A	Planned
IDEA - Data Matching Exercise – NFI	N/A	Planned
Commercial Services		
Supplier Contracts Review	New	Planned
Fundamental Systems		
Payroll	High	Planned
Pensions Administration	High	Planned
Accounts Receivable	High	Planned
Treasury Man Borrowing & Investments	Medium	Planned
Accounts Payable	Medium	Planned
Cash	Medium/High	Planned
Council Tax	Medium	Planned
Main Accounting System	Medium	Planned
Contract Audits Systems		
Corporate Building & Property Services		
Construction Period Control of Contracts	Medium	Planned
Other Departments		
Tendering, Letting and Monitoring	New	Planned
Contract Audits		
Final Accounts	N/A	Planned
Financial Appraisals of Contractors	N/A	Planned
Cross Cutting Audits		
Gift & Hospitality Registers	Low/Med	In Progress
Workforce Planning	New	In Progress
General Data Protection Regulations	New	In Progress
Corporate Governance Review	New	In Progress
Ethics & Values	New	Planned
Miscellaneous Audits		
No planned audits	N/A	N/A
Projects & Special Investigations		
Unpresented Cheques >£2,000	N/A	Planned
Development of Audit Programmes	N/A	Planned
Galileo Audit Management System	N/A	Planned
Annual Plan & Annual Report	N/A	Planned
Health & Safety Group	N/A	Planned

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Recommendations Tracker	N/A	Planned
Follow Ups	N/A	Planned
P Card Review of Purchases	N/A	Planned