

INTERNAL AUDIT ANNUAL PLAN 2018/19

Head of Service	Risk Rating	Progress as at 30/09/18
Education Planning & Resources		
Danygraig Primary	Med/High	Final Issued
Mayals Primary	Medium	Final Issued
Y.G.G. Bryn-y-Mor	Low	In Progress
Christchurch Ch.in Wales	Medium	In Progress
Bwrlais Primary	Medium	Draft Issued
Dunvant Primary	Medium	Draft Issued
Brynhyfryd Primary	Medium	Final Issued
Pontlliw Primary	Medium	Final Issued
Talycopa Primary	Medium	In Progress
Gowerton Primary	Medium	In Progress
Sketty Primary	Medium	Final Issued
Terrace Road Primary	Medium	In Progress
Cila Primary	Low	In Progress
Townhill Community Primary	Medium	Final Issued
Hendrefoilan Primary	Medium	Final Issued
Penclawdd Primary	Medium	In Progress
Gors Community Primary	Medium	In Progress
Knelston Primary	Low	Draft Issued
Y.G.G. Y Login Fach	Medium	Final Issued
Y.G.G. Bryniago	Medium	In Progress
Newton Primary	Medium	Final Issued
St. Helen's Primary	Low/Med	In Progress
Trallwn Primary	Medium	In Progress
Portmead Primary	Medium	In Progress
Gowerton Comprehensive	Medium	Final Issued
Birchgrove Comprehensive	Low	In Progress
Bishop Gore Comprehensive	Low	Draft Issued
Dylan Thomas Comprehensive	Medium	Final Issued
Arts in Education	Low/Med	Final Issued
Achievement & Partnership Service		
Welsh Service	New	Deferred
Vulnerable Learner Service		
Education Welfare Service	Medium	Final Issued
Catering Service – Civic Centre	Low/Med	Final Issued
Cleaning Service	Medium	In Progress
Education – Other		
School Uniform Grant	N/A	In Progress
Education Improvement Grant	N/A	In Progress
Pupil Deprivation Grant	N/A	In Progress
Schools Annual Report	N/A	Final Issued
Child & Family Services		
Grants & Contracts	Med/High	Final Issued

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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	Final Issued
Suresprung - Work Choice Program	N/A	In Progress
Self Assessment Checklists	Med/High	Planned
Social Services – Directorate Services		
No audits planned		
Poverty & Prevention		
Swansea Children’s Centre & Mayhill Centre	Medium	Final Issued
Early Intervention Services	New	In Progress
Corporate Building Services		
Admin & Finance	Low/Med	In Progress
Corporate Property Services		
No audits planned		
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	In Progress
Taxi Framework Contract – Adult Services	Medium	Final Issued
Live Kilometre Support Grant	N/A	Final Issued
Housing & Public Protection		
Housing Options	Medium	Final Issued
Eastside District Housing Office	Medium	Final Issued
Morrison & Clase District Housing Offices	Medium	Final Issued
Neighbourhood Support Unit	Medium	Final Issued
Housing Loans and Grants	Medium	In Progress
Affordable Housing	New	In Progress
Building Regulations	Low/Med	In Progress
Trading Standards Division	Low/Med	Final Issued
Rechargeable Works	Medium	Final Issued
Cultural Services		
Outdoor Leisure	Medium	Draft Issued
St Helens Ground	Low/Med	Final Issued
Plantasia	Medium	In Progress
Grand Theatre	Med/High	Final Issued

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

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E-Commerce Controls	Medium	In Progress
Business Continuity - IT	New	Planned
Data Protection – Software Licences	Medium	Final Issued
Application Controls – Flare System	Medium	Final Issued
Application Controls – Fostercare System	Medium	Final Issued
Change Control	Medium	In Progress
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	In Progress
Commercial Services		
Supplier Contracts Review	New	Planned
Fundamental Systems		
Payroll	High	In Progress
Pensions Administration	High	In Progress
Accounts Receivable	High	Planned
Treasury Man Borrowing & Investments	Medium	In Progress
Accounts Payable	Medium	Planned
Cash	Medium/High	In Progress
Council Tax	Medium	In Progress
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	Draft Issued
Corporate Governance Review	New	In Progress
Ethics & Values	New	Planned
Miscellaneous Audits		
No planned audits		
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
Recommendations Tracker	N/A	In Progress

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