

**Audit Committee Plan
2019 – 2020**

Terms of Reference	Report Title	Report Summary	Report Author	Date of Meeting
Risk Management & Performance	Presentation - Update on Internal Control Environment (Including Risk Management).	Presentation by the Deputy Chief Executive.	Adam Hill	30 Jun 2020
Governance & Assurance	Appointment of Additional Lay Member to Audit Committee.	To consider the appointment of an additional Lay Member to the Audit Committee and if deemed appropriate, recommend to Council that an additional Lay Member should be recruited.	Adam Hill	30 Jun 2020
Risk Management & Performance	Review of Partnerships in the City and County of Swansea.	Review of the mechanisms for assessing and scrutinising the risk associated with partnerships.	Adam Hill	30 Jun 2020
Internal Audit	Internal Audit Annual Plan 2019/20 - Quarter 4 Monitoring Report for the Period 1 January 2020 to 31 March 2020.	This report shows the audits finalised and any other work undertaken by the Internal Audit Section during the period 1 January 2020 to 31 March 2020.	Simon Cockings	30 Jun 2020
Internal Audit	Concessionary Fares 2019/2020.	This report provides an update on the measures that have been taken by First Cymru Buses Ltd to improve the accuracy of its concessionary fares claims to the Council, following an audit of claims for the 2018/2019 Financial Year.	Cath Swain	30 Jun 2020
Governance & Assurance	Audit Committee Annual Report 2019/2020.	Audit Committee Annual Report 2019/2020.	Simon Cockings	30 Jun 2020

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Internal Audit	Employment of Agency Staff.	To report on actions arising from the Employment of Agency Staff Audit report.	Adrian Chard	30 Jun 2020
External Audit	Audit Wales - 2020 Audit Plan - City and County of Swansea.	External Audit Report.	Jason Garcia	30 Jun 2020
Internal Audit	Cwm Glas Primary School Audit Report 2019/20.	Update report on progress following a moderate audit report.	Neil Craven-Lashley	21 Jul 2020
Internal Audit	Internal Audit Moderate Rating Follow Up Report - Social Care Contracts Update.	Follow Up report following a previous moderate rating.	Peter Field	21 Jul 2020
Internal Audit	Internal Audit Annual Plan 2020/21 – Quarter 1 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 1 2020/21.	Simon Cockings	11 Aug 2020
Internal Audit	Internal Audit Recommendation Tracking Report - Quarter 1 2020/21	This report provides committee with the status of the recommendations made in those audits where the follow-up has been undertaken in Q1 20120/21, to allow the Audit Committee to monitor the implementation of recommendations made by Internal Audit.	Simon Cockings	11 Aug 2020

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Internal Audit	Annual Report of School Audits 2019/20.	This report provides a summary of the school audits undertaken by the Internal Audit Section during 2019/2020 and identifies some common issues found during the audits.	Nick Davies	8 Sep 2020
Internal Audit	Fraud Function Annual Report 2019/20.	This report provides a summary of the work completed by the Fraud Function of Internal Audit in 2019/20.	Jeff Fish, Jonathon Rogers	8 Sep 2020
Governance & Assurance	Election of the Chair for the 2020-2021 Municipal Year.	To elect the Chair for the 2020-21 Municipal Year.	Jeremy Parkhouse	20 Oct 2020
Governance & Assurance	Election of the Vice-Chair for the 2020-2021 Municipal Year.	To elect the Vice-Chair for the 2020-2021 Municipal Year.	Jeremy Parkhouse	20 Oct 2020
Internal Audit	Internal Audit Annual Plan 2020/21 – Quarter 2 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 2 2020/21.	Simon Cockings	10 Nov 2020
Internal Audit	Internal Audit Recommendation Tracking Report - Quarter 2 2020/21.	This report provides committee with the status of the recommendations made in those audits where the follow-up has been undertaken in Q2 20120/21, to allow the Audit Committee to monitor the implementation of recommendations made by Internal Audit.	Simon Cockings	10 Nov 2020

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Internal Audit	Internal Audit Annual Plan 2020/21 – Quarter 3 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 3 2020/21.	Simon Cockings	9 Feb 2021
Internal Audit	Internal Audit Recommendation Tracking Report - Quarter 3 2020/21.	This report provides committee with the status of the recommendations made in those audits where the follow-up has been undertaken in Q3 20120/21, to allow the Audit Committee to monitor the implementation of recommendations made by Internal Audit.	Simon Cockings	9 Feb 2021
Internal Audit	Draft Internal Audit Annual Plan 2021/22.	This report presents the Draft Internal Audit Annual Plan for 2021/22 to the Audit Committee for consideration prior to the final plan coming to committee in April for approval.	Simon Cockings	9 Mar 2021
Internal Audit	Internal Audit Annual Plan Methodology Report 2021/22.	This report provides a briefing to the Audit Committee on the methodology used to prepare the Internal Audit Annual Plan in advance of the Annual Plan 2021/22 being reported to the Committee for approval on 20 April 2021.	Simon Cockings	9 Mar 2021

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Internal Audit	Fraud Function Annual Plan 2021/22.	This report sets out the planned areas of activity for the Internal Audit Section's Fraud Function for 2021/22 and is designed to provide a strategic view of the areas that will be subject to examination.	Jeff Fish, Jonathon Rogers	20 Apr 2021
Internal Audit	Internal Audit Charter 2021/22.	This report outlines the background to the Public Sector Internal Auditing Standards (PSIAS) which were introduced with effect from 1st April 2013 and presents the Internal Audit Charter for final approval by Audit Committee following Corporate Management Team approval.	Simon Cockings	20 Apr 2021
Internal Audit	Internal Audit Strategy & Annual Plan 2021/22.	This report presents the Internal Audit Strategy and Annual Plan for 2021/22 to the Audit Committee for approval.	Simon Cockings	20 Apr 2021