

**Audit Committee Plan  
2020 – 2021**

**Appendix 1**

<b>Terms of Reference</b>	<b>Report Title</b>	<b>Report Summary</b>	<b>Report Author</b>	<b>Date of Meeting</b>
Governance & Assurance	<b>Election of the Audit Committee Representative on the Governance Group.</b>	To elect the Audit Committee representative on the Governance Group.	Jeremy Parkhouse	8 Dec 2020
Governance & Assurance	<b>Governance Group Update Report</b>	A six-month update report from the Governance Group.	Adam Hill	8 Dec 2020
Internal Audit	<b>Internal Audit Progress Update Report</b>	Update on the progress made by the Internal Audit Section to date.	Simon Cockings	8 Dec 2020
Governance & Assurance	<b>Review of Partnerships in the City and County of Swansea.</b>	An update report in respect of progress made on the Welsh Government recommendations.	Adam Hill	8 Dec 2020
Governance & Assurance	<b>Employment of Agency Staff Update.</b>	Update report on actions arising from the Employment of Agency Staff Audit report.	Adrian Chard	19 Jan 2021
Financial Reporting	<b>Revenue and Capital Budget Monitoring - 2nd Quarter.</b>	To report on financial monitoring of the 20/21 revenue and capital budgets.ben	Ben Smith	19 Jan 2021
Internal Audit	<b>Internal Audit Annual Plan 2020/21 – Quarter 3 Monitoring Report.</b>	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 3 2020/21.	Simon Cockings	9 Feb 2021

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Internal Audit	<b>Internal Audit Recommendation Tracking Report - Quarter 3 2020/21.</b>	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
Risk Management & Performance	<b>Overview of the Overall Status of Risk - Quarter 3 2020/21.</b>	The report presents an overview of the status of risk in the Council during Quarter 3 2020/21 to provide assurance to the Committee on the operation of the risk management policy and framework within the Council.	Richard Rowlands	9 Feb 2021
Internal Audit	<b>Service Centre: Accounts Receivable - Update.</b>	Progress update from Accounts Receivable on the Internal Audit action points with a High Risk or Medium Risk rating.	Michelle Davies	9 Feb 2021
Governance & Assurance	<b>Benchmarking, Efficiency and Value for Money.</b>	Corporate Management team will consider how best to use benchmarking information and what information is required for the Audit Committee to enable the Committee to discharge its duties.	Adam Hill	9 Mar 2021

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Internal Audit	<b>Draft Internal Audit Annual Plan 2021/22.</b>	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	<b>Internal Audit Annual Plan Methodology Report 2021/22.</b>	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
Financial Reporting	<b>Revenue and Capital Budget Monitoring - 3rd Quarter.</b>	To report on financial monitoring of the 20/21 revenue and capital budgets.	Ben Smith	9 Mar 2021
Internal Audit	<b>Fraud Function Annual Plan 2021/22.</b>	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

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Internal Audit	<b>Internal Audit Charter 2021/22.</b>	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	<b>Internal Audit Strategy &amp; Annual Plan 2021/22.</b>	This report presents the Internal Audit Strategy and Annual Plan for 2021/22 to the Audit Committee for approval.	Simon Cockings	20 Apr 2021