

| Terms of Reference | 31 May 2022 | June 2022 | July 2022 | August 2022 | September 2022 | October 2022 | November 2022 | December 2022 | January 2023 | February 2023 | March 2023 | April 2023 |
|-----------------------------------|---|--|--|-------------|---|---------------------------------|---|---------------|--|--|---|---|
| Training | Governance and Audit Committee Induction Training | Training – Organisational Knowledge / Committee Role & Function | . | | | | | | | | | |
| Governance & Assurance | Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group Annual Governance Statement 2021/22 | Update Report – South West Wales Corporate Joint Committee. Draft Governance & Audit Committee Annual Report | To consider the Council's framework of assurance To review the governance and assurance arrangements for significant partnerships or collaborations | | Update Report – South West Wales Corporate Joint Committee. To review the Council's draft annual Self-Assessment Report, | Scrutiny Annual Report 2021-22. | | | Update Report – South West Wales Corporate Joint Committee | Workforce Strategy Update | | Update Report – South West Wales Corporate Joint Committee |
| Internal Audit | Internal Audit Annual Report | IA Quarter 4 Monitoring Report Management of Absence Update Service Centre – Accounts Receivable Update. Employment of Agency Staff. Response to The Community Equipment Service and Community Alarms Service Internal Audit Report. | Annual Report of School Audits 2021-22 | | IA Recommendation Tracking Report – IA Q1 Recommendations Tracker IA Quarter 1 Monitoring Report | | Fundamental Audits – Recommendation Tracker Report IA Recommendation Follow-up Report – Q2 IA Q 2 Monitoring Report | | | IA Recommendation Tracking Report – Q3 IA Q 3 Monitoring Report | IA Annual Plan Methodology Report 2023/24 Draft IA Annual Plan 2023/24 | IA Charter 2023/24 IA Strategy & Annual Plan 2023/24 |

Draft Governance & Audit Committee Workplan 2022/23

Appendix 3

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| Risk Management & Performance | | | | | Q1 Risk Monitoring Report | | Q2 Risk Monitoring Report | | | Q3 Risk Monitoring Report | | Q4 Risk Monitoring Report |
| Counter Fraud | | | Corporate Fraud Annual Report | | | | Corporate Fraud – Six Month Update | | | | | |
| Operational matters / key risks | | | Complaints Report – 6 Month Update. | | Update on Internal Control Environment – Director of Education | | Update on Internal Control Environment - Director of Social Services / Director of Finance | Annual Complaints Report | | Update on Internal Control Environment – Director of Place | | Update on Internal Control Environment – Director of Corporate Services |
| External Audit | | Audit Wales Work Programme and Timetable – City and County of Swansea Council. | External Audit Annual Report Audit Wales - ISA 260 Report - City And County of Swansea Audit Wales - Financial Sustainability Assessment - City and County of Swansea Council. | | Audit Wales Work Programme and Timetable – City and County of Swansea Council. | . | | Audit Wales Work Programme and Timetable – City and County of Swansea Council. | | | Audit Wales Work Programme and Timetable – City and County of Swansea Council. Audit Wales Annual Summary | |
| Financial Reporting | | | Statement of Accounts | | | | | | | | | |

Note: Audit Committee Action Tracker Report and Audit Committee Workplan will be included as agenda items at each meeting. An update from WAO will also be on the agenda for each meeting.

Reports Carried Over to 2023-2024 Municipal Year

| Terms of Reference | Report Title |
|------------------------|--|
| Governance & Assurance | Appointment of Committee Member on Annual Governance Group |