

Governance & Audit Committee Workplan 2023/24

Appendix 1

Terms of Reference	14 June 2023	19 July 2023	13 September 2023	25 October 2023	6 December 2023	17 January 2024	28 February 2024	10 April 2024	June 2024 (24/25)
Training									
Governance & Assurance	<p>Election of Chair & Vice Chair</p> <p>Appointment of Committee Member on Annual Governance Group</p>	Complaints Update Report 2022/23		<p>Scrutiny Annual Report 2022-23.</p> <p>The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships – 6 Month Update</p> <p>Public Services Ombudsman for Wales Annual letter to the Council for the period 2022-23</p>	Review of Sickness Management and Absence Management Process.	Annual Complaints Report	<p>The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships.</p> <p>Update on the Council's Transformation Programme, including Governance</p>	<p>Draft Committee Work Programme 2024/25</p>	<p>Annual Governance Statement 2023/24</p> <p>Draft Governance & Audit Committee Annual Report 2023/24</p> <p>Election of Chair & Vice Chair</p> <p>Appointment of Committee Member on Annual Governance Group</p>
Internal Audit	<p>IA Quarter 4 2022/23 Monitoring Report</p> <p>IA Quarter 4 2022/23 Recommendation Tracker Report</p> <p>Fleet Maintenance Update</p> <p>Accounts Receivable Update</p> <p>DBS Update</p>	Annual Report of School Audits 2022-23	<p>IA Quarter 1 2023/24 Monitoring Report</p> <p>Moderate Report - Catering and Cleaning Team 23/24</p> <p>IA Quarter 1 2023/24 Recommendation Tracking Report</p>	<p>Employment of Agency Staff Update</p> <p>Management of Absence Update</p> <p>Moderate Report – Clydach Primary School</p> <p>External Assessment Report 2023/24.</p>	<p>IA Quarter 2 2023/24 Monitoring Report</p> <p>IA Quarter 2 2023/24 Recommendation Tracker Report</p> <p>Fundamental Audits 2022/23 – Recommendation Tracker Report</p>	Accounts Receivable Update	<p>Employment of Agency Staff Update</p> <p>Management of Absence Update</p> <p>IA Quarter 3 2023/24 Monitoring Report</p> <p>IA Quarter 3 2023/24 Recommendation Tracker Report</p> <p>IA Annual Plan Methodology Report 2024/25</p> <p>Draft IA Annual Plan 2024/25</p>	<p>IA Charter 2024/25</p> <p>IA Strategy & Annual Plan 2024/25</p>	Internal Audit Annual Report 2023/24
Risk Management & Performance			<p>Q1 Risk Monitoring Report</p> <p>The Annual Review of Performance 2022-</p>		Q2 Risk Monitoring Report	Performance Management update.	Q3 Risk Monitoring Report		Q4 Risk Monitoring Report

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			23 (including Self-Assessment Report)						
Counter Fraud		Corporate Fraud Annual Report 2022/23 and Corporate Fraud Annual Plan 2023/24			Corporate Fraud – Six Month Update				
Operational matters / key risks			Update on Internal Control Environment – Director of Education	Update on Internal Control Environment - Director of Social Services	Update on Internal Control Environment - Director of Finance		Update on Internal Control Environment – Director of Place	Update on Internal Control Environment – Director of Corporate Services	
External Audit	Audit Wales Report - City & County of Swansea Annual Audit Summary	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 – 2023 Audit Plan 'A Missed Opportunity' - Social Enterprises. 'Together we can' - Community Resilience and Self-Reliance	Audit Wales Work Programme and Timetable – City and County of Swansea Council. Setting of well-being objectives – City and County of Swansea Council Audit Wales - Audit of Accounts Report - City & County of Swansea - Draft. External Audit Recommendations.		Audit Wales Work Programme and Timetable – City and County of Swansea Council.	Audit Wales - Assurance and Risk Assessment - Financial Position Update Audit Wales Report - City & County of Swansea Annual Audit Summary Audit Wales - 2024 Audit Plan	
Financial Reporting					Draft Statement of Accounts 2022/23				