

AUDIT TERMS OF REFERENCE – Appendix A

Swansea Bay City Deal

1. Introduction

As part of the 2023-24 annual internal audit plan, a review of the Swansea Bay City Deal will be undertaken.

2. Objectives

To provide assurance that the Swansea Bay City Deal has adequate governance, internal control, risk management and financial management arrangements in place, which are operating effectively and assisting it to achieve its objectives.

3. Scope

The review will cover the following key areas:

Follow Up of previous recommendations

- Review of progress for the 5 recommendations from the 2022-23 Audit.

Governance

- Joint Committee Agreement
- Governance Boards & Decision Making arrangements
- Assurance, audit and scrutiny

Project Management & Monitoring

- Project Management Process
- Monitoring and Evaluation Arrangements for outputs, outcomes and benefits realisation
- Change Control Process
- Post Completion Reviews

Financial Management

- Budgetary Control
- Private Sector Investment
- Grant Claims Process

Risk Management

- Risk Management Arrangements

4. Audit Approach

The auditor undertaking this review will be Charlotte Hodges, Principal Auditor and will involve:

- Interviews with the relevant officers
- Examining relevant documents
- Recording the system in operation
- Evaluation of the adequacy of internal controls
- Compliance and substantive testing
- Reporting to management and making recommendations where appropriate

5. Reporting Arrangements

The draft report will be issued to the Swansea Bay City Deal Section 151 Officer, Portfolio Director, Finance Manager, and Monitoring Officer. Discussions will then take place to approve the report and agree action in respect of any recommendations for improvement that may be made. Upon approval of the draft report, the final report will be issued to the Swansea Bay City Deal Section 151 Officer, Portfolio Director, Finance Manager, and Monitoring Officer (and will be reported to the Programme Board and the Joint Committee).

Matthew Holder

Head of Internal Audit

Date: 18 October 2023