

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>			<p>Update on the Council's Transformation Programme, including Governance</p> <p>Annual Complaints Report</p>	<p>Draft Committee Work Programme 2024/25</p> <p>Update on the Council's management arrangements for sickness absence and occupational health</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>	IA Quarter 2 2023/24 Monitoring Report	<p>Accounts Receivable Update</p> <p>Fundamental Audits 2022/23 – Rec Tracker Report</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> <p>Employment of Agency Staff Update</p> <p>Management of Absence Update</p>	Internal Audit Annual Report 2023/24
Risk Management & Performance			<p>Q1 Risk Monitoring Report</p> <p>The Annual Review of Performance 2022-23 (including Self-Assessment Report)</p>		Q2 Risk Monitoring Report		<p>Q3 Risk Monitoring Report</p> <p>Risk Management Review (Verbal)</p>		Q4 Risk Monitoring Report

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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 Letter – Review of the Council's Transformation Programme External Audit Recommendations.	Audit Wales - Audit of the Council's Digital Strategy 2023-28	Audit Wales Work Programme and Timetable – City and County of Swansea Council. External Audit Tracker Report	Audit Wales - Assurance and Risk Assessment - Financial Position Update Audit Wales Report - City & County of Swansea Annual Audit Summary Update on the Council's response to the Audit Wales 2023 Report on Social Enterprises Audit Wales - Audit of Accounts Report - City & County of Swansea - Draft.	Audit Wales - 2024 Audit Plan Update on the Council's response to the Audit Wales 2023 Report on Community Reliance and Self Reliance External Audit Tracker Report
Financial Reporting					Draft Statement of Accounts 2022/23				