

Governance & Audit Committee Workplan 2024/25

Appendix 1

Terms of Reference	5 June 2024	17 July 2024	4 September 2024	16 October 2024	27 November 2024	22 January 2025	5 March 2025	16 April 2025	June 2025 (25/26)
Training	Risk Management 12/06/24 (Richard Rowlands)	Internal Audit 03/07/24 (Simon Cockings) Corporate Governance Training Max Caller 25/07/24 (Ness Young)	Fraud Function 02/09/2024 (Jonathon Rogers)	Governance & Audit Committee Assessment of Effectiveness xx/xx/xx tbc Performance Management TBC (Richard Rowlands)	Complaints Process Training xx/xx/xx tbc (Sarah Lackenby)		Panel Performance Assessment Training 05/03/25 (Ness Young)		
Governance & Assurance	Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group Corporate Transformation Plan Annual Report 23/24	Annual Governance Statement 2023/24 Draft Governance & Audit Committee Annual Report 2023/24		Scrutiny Annual Report Absence Management & Employment of Agency Workers Audits - Update Report The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships Annual Complaints Report including Public Services Ombudsman for Wales Annual letter to the Council for the period 2023-24		Complaints Update Report		Draft Committee Work Programme Absence Management & Employment of Agency Workers Audits - Update Report	Annual Governance Statement Draft Governance & Audit Committee Annual Report Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group Corporate Transformation Plan Annual Report 24/25
Internal Audit	IA Quarter 4 2023/24 Monitoring Report Moderate Report – Waivers Update Internal Audit Annual Plan 23/24	Internal Audit – Annual Report Limited Report - Accounts Receivable Update	IA Quarter 1 Monitoring Report Annual Report of School Audits	Accounts Receivable Update	IA Quarter 2 Monitoring Report Fundamental Audits – Recommendation Tracker Report		IA Quarter 3 Monitoring Report Waivers – Contract Management Framework Update	IA Charter 2024/25 IA Strategy & Draft Annual Plan	Internal Audit Annual Report IA Quarter 4 2024/25 Monitoring Report

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							IA Annual Plan Methodology Report Accounts Receivable Update		
Risk Management & Performance	Q4 Risk Monitoring Report		Q1 Risk Monitoring Report	Q4 / End of Year 2023/24 Corporate Performance Report The Annual Review of Performance 23/24 Q1 Corporate Performance Report	Q2 Risk Monitoring Report	Performance Management update.	Q3 Risk Monitoring Report Q2 Corporate Performance Report	Q3 Corporate Performance Report	Q4 Risk Monitoring Report Q4 / End of Year Corporate Performance Report (TBC)
Counter Fraud			Corporate Fraud Annual Report 2023/24 Corporate Fraud Annual Plan 2024/25				Corporate Fraud – Six Month Update		
Operational matters / key risks			Update on Internal Control Environment - Director of Finance (SMAS)	Update on Internal Control Environment - Director of Social Services (SMAS)	Update on Internal Control Environment – Director of Education (SMAS)		Update on Internal Control Environment – Director of Place (SMAS)	Update on Internal Control Environment – Director of Corporate Services (SMAS)	
Audit Wales	Audit Wales – Outline Audit Plan 2024 Audit Wales Report - From firefighting to future-proofing – the challenge for Welsh public services External Audit Tracker Report Audit Wales Work Programme and Timetable – City and County of Swansea Council.		External Audit Tracker Report Update on the Council's response to the Audit Wales 2023 Report on Community Reliance and Self Reliance Update on the Council's response to the Audit Wales 2023 Report on Social Enterprises	Audit Wales Work Programme and Timetable – City and County of Swansea Council. Audit Wales – Detailed Audit Plan 2024	Setting of well-being objectives – City and County of Swansea Council External Audit Tracker Report	Audit Wales - Audit of Accounts Report - City & County of Swansea - Draft.	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	Audit Wales - Audit Plan External Audit Tracker Report
Financial Reporting			Draft Statement of Accounts 23/24	Q1 Budget Monitoring Outturn		Draft Statement of Accounts 23/24	Q3 Budget Monitoring Outturn		

						Q2 Budget Monitoring Outturn			
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