

## **AUDIT TERMS OF REFERENCE (Appendix A)**

### **Swansea Bay City Deal**

#### **1. Introduction**

As part of the 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:

##### **Governance**

- Follow Up of Previous Recommendations
- Organisation Structure
- Monitoring & Reporting Arrangements
- Risk Management

##### **Project Management & Monitoring**

- Business Plan Creation & Approval
- Project Management
- Performance Monitoring & Delivery of Outcomes

##### **Financial Management**

- Budgetary Control
- Accounting Procedure

#### **4. Audit Approach**

The auditor undertaking this review will be Justin Blewitt, Senior Internal 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 Programme Board and the Joint Committee).

**J Hendy**

**Head of Internal Audit**

**Date: 20<sup>th</sup> January 2021**