

Governance & Audit Committee Plan

Appendix 1

Terms of Reference	Report Title	Report Summary	Report Author	Date of Meeting
Governance & Assurance	Election of Chair for the 2022-2023 Municipal Year.	Election of the Chair for the 2022-2023 Municipal Year.	Jeremy Parkhouse	31 May 2022
Governance & Assurance	Election of Vice-Chair for the 2022-2023 Municipal Year.	Election of Vice-Chair for the 2022-2023 Municipal Year.	Jeremy Parkhouse	31 May 2022
Internal Audit	Internal Audit Annual Report 2021/22.	This report summarises the work completed by Internal Audit in 2021/22 and includes the Chief Auditor's opinion for 2021/22 based on the work undertaken in the year.	Simon Cockings	31 May 2022
Governance & Assurance	Draft Governance and Audit Committee Annual Report 2021/22.	This report provides the draft Governance and Audit Committee Annual Report for the 2021/22 municipal year for Members to review and comment on the contents prior to the final report being presented to Council.	Simon Cockings	31 May 2022
Governance & Assurance	Annual Governance Statement 2021/22.	To report the draft Annual Governance Statement 2021/22 prior to approval by Council as part of the Statement of Accounts.	Richard Rowlands	31 May 2022
Governance & Assurance	Election of Governance & Audit Committee Representative on the Governance Group.	This report seeks to appoint a representative of the Governance & Audit Committee on the Governance Group.	Jeremy Parkhouse	31 May 2022

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Governance & Assurance	Governance & Audit Committee Action Tracker Report.	This report details the actions recorded by the Governance & Audit Committee and response to the actions.	Jeremy Parkhouse	31 May 2022
Governance & Assurance	Governance & Audit Committee – Work Plan 2022/23.	This report details the Governance & Audit Committee Workplan to May 2023.	Jeremy Parkhouse	31 May 2022
Governance & Assurance	Update Report South West Wales Corporate Joint Committee.	To provide an update on the progress towards setting up the new corporate joint committee for the south west wales region.	Martin Nicholls	15 Jun 2022
Internal Audit	Internal Audit Annual Plan 2021/21 – Quarter 4 Monitoring Report.	This report summarises the audits finalised and work undertaken by the Internal Audit Section in Quarter 4 2021/22.	Simon Cockings	15 Jun 2022
Internal Audit	Service Centre – Accounts Receivable – Moderate Report.	The Accounts Receivable Internal Audit report was issued in April 2022 with a Moderate rating. The attached report summarises the position and the progress made.	Michelle Davies, Sian Williams	15 Jun 2022
Internal Audit	Corporate Complaints - Review of Freedom of Information (FOI) requests, Subject Access Requests (SAR) requests and Environmental Information Regulation (EIR) requests – Moderate Report.	The review report was issued in April 2022 with a Moderate rating. The attached report summarises the position and the progress made.	Sarah Lackenby	15 Jun 2022
External Audit	Audit Wales Work Programme and Timetable – City and County of Swansea Council.	Quarterly Update.	Justine Morgan	15 Jun 2022

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Governance & Assurance	Workforce Strategy - Update.	Progress Report.	Adrian Chard, Adam Hill	13 Jul 2022
Governance & Assurance	Annual Complaints Report - Six Month Update.	The report provides a six-month progress update.	Sarah Lackenby	13 Jul 2022
Internal Audit	Annual Report of School Audits 2021-22.	The report provides a summary of the school audits undertaken by the Internal Audit Section during 2021/22 and identifies some common issues found during testing.	Nick Davies	13 Jul 2022
Internal Audit	Corporate Fraud Annual Report.	The Annual Performance summary of the actions and outcomes of the work undertaken by the Internal Audit Fraud Function 2021/2022.	Jeff Fish, Jonathon Rogers	13 Jul 2022
External Audit	Audit Wales - Financial Sustainability Assessment - City & County of Swansea.	Audit Wales 2021-22 assessment on the financial sustainability of the Council.	Jeremy Parkhouse	13 Jul 2022
External Audit	Audit Wales - Audit of Accounts Report – City and County of Swansea.	Audit Wales summarise the main findings from their audit of the Council's 2021-22 accounts in this report.	Jeremy Parkhouse	13 Jul 2022
Financial Reporting	Statement of Accounts 2021-22.	To receive and approve the Statement of Accounts 2021/22.	Ben Smith	13 Jul 2022