

Governance & Audit Committee Workplan 2023/24

Appendix 2

Terms of Reference	June 2023	July 2023	September 2023	October 2023	December 2023	January 2024	February 2024	April 2024	June 2024 (24/25)
Training									
Governance & Assurance	Election of Chair & Vice Chair Appointment of Committee Member on Annual Governance Group	Complaints Update Report 2022/23	Public Services Ombudsman for Wales Annual letter to the Council for the period 2022-23	Scrutiny Annual Report 2022-23. The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships – 6 Month Update		Annual Complaints Report	The Governance and Assurance Arrangements of Swansea Council's Strategic Partnerships. Update on the Council's Transformation Programme, including Governance	Draft Committee Work Programme 2024/25	Annual Governance Statement 2023/24 Draft Governance & Audit Committee Annual Report 2023/24
Internal Audit	IA Quarter 4 2022/23 Monitoring Report IA Quarter 4 2022/23 Recommendation Tracker Report Fleet Maintenance Update Accounts Receivable Update DBS Update	Annual Report of School Audits 2022-23	A Quarter 1 2023/24 Monitoring Report IA Quarter 1 2023/24 Recommendation Tracking Report	Employment of Agency Staff Update Management of Absence Update IA Quarter 2 2023/24 Monitoring Report IA Quarter 2 2023/24 Recommendation Tracker Report Fundamental Audits 2022/23 – Recommendation Tracker Report			Employment of Agency Staff Update Management of Absence Update IA Quarter 3 2023/24 Monitoring Report IA Quarter 3 2023/24 Recommendation Tracker Report IA Annual Plan Methodology Report 2024/25 Draft IA Annual Plan 2024/25	IA Charter 2024/25 IA Strategy & Annual Plan 2024/25	Internal Audit Annual Report 2023/24
Risk Management & Performance			Q1 Risk Monitoring Report The Annual Review of Performance 2022-23 (including Self-Assessment Report) (Provisional)		Q2 Risk Monitoring Report		Q3 Risk Monitoring Report		Q4 Risk Monitoring Report
Counter Fraud		Corporate Fraud Annual Report 2022/23 and Corporate Fraud Annual Plan 2023/24			Corporate Fraud – Six Month Update				

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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	<p>Audit Wales Work Programme and Timetable – City and County of Swansea Council.</p> <p>Audit Wales – 2023 Audit Plan</p> <p>Audit Wales Report - City & County of Swansea Annual Audit Summary</p>		<p>Audit Wales Work Programme and Timetable – City and County of Swansea Council.</p> <p>Audit Wales - Audit of Accounts Report - City & County of Swansea - Draft.</p>		<p>Audit Wales Work Programme and Timetable – City and County of Swansea Council.</p>		<p>Audit Wales Work Programme and Timetable – City and County of Swansea Council.</p>	<p>Audit Wales - Assurance and Risk Assessment - Financial Position Update</p> <p>Audit Wales Report - City & County of Swansea Annual Audit Summary</p> <p>Audit Wales - 2024 Audit Plan</p>	
Financial Reporting			Draft Statement of Accounts 2022/23						