

Governance & Audit Committee Workplan 2023/24

Appendix 6

| 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 | 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 | IA 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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Appendix 6

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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 | 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 - Audit of Accounts Report - City & County of Swansea - Draft. Audit Wales – 2023 Audit Plan | | 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 - Assurance and Risk Assessment - Financial Position Update Audit Wales Report - City & County of Swansea Annual Audit Summary Audit Wales - 2024 Audit Plan | |
| Financial Reporting | | | Draft Statement of Accounts 2022/23 | | | | | | |