

CYNGOR SIR POWYS COUNTY COUNCIL.

AUDIT COMMITTEE

11th July 2013

REPORT AUTHOR: Internal Audit Manager

SUBJECT: Internal Audit Plan 2013 / 14

REPORT FOR: Information

1.0 Objectives of Internal Audit

1.1 Internal Audit's objective is to provide a service by carrying out independent appraisals of the Council's control mechanisms and to identify areas for improvement by Management.

1.2 The achievement of this objective involves:

- Reviewing and appraising the soundness and adequacy of Internal Control
- Promoting value for money (VFM)
- Ascertaining levels of compliance with established plan, policies and procedures
- Protecting the Council's assets and safeguarding from losses
- Determining the reliability of management information produced by the Council
- Conducting special investigations where appropriate
- Advising and supporting management

2.0 Internal Audit Strategy

2.1 The internal audit strategy is based on a comprehensive understanding of the Council's corporate framework i.e. corporate plans, performance measurement, policies together with its culture, management, systems, structures, operations and risks.

In addition, the review process takes account of:

- Legislative requirements
- Known proposals for change
- Concerns and expectations of Managers
- Any other relevant issue

- 2.2 The Internal Audit Strategy provides a balanced and proactive programme of audit activity that is co-ordinated as necessary with other review agencies. The strategy and functional approach to audit activity reflects the principal risks to the achievement of the Council's objectives and the controls established to manage the key risks faced.
- 2.3 The result is an audit plan that effectively prioritises resources to those areas that are perceived to be the highest risk and will contribute towards the council achieving its goals

3.0 **Planning Approach**

3.1 The functional approach to internal audit activity includes:

- Strategic / Corporate Audits (Cross Cutting)
- Core/ Fundamental Systems
- Operational Compliance/ Probity Audits (Support Services)
- Operational Establishment Audits (Cyclical)
- Operational Compliance (Customer Facing)
- Fraud , Corruption and Financial Irregularity
- Regulatory
- System Development , Advice and Support
- Special Projects and value for Money

4.0 **Resources**

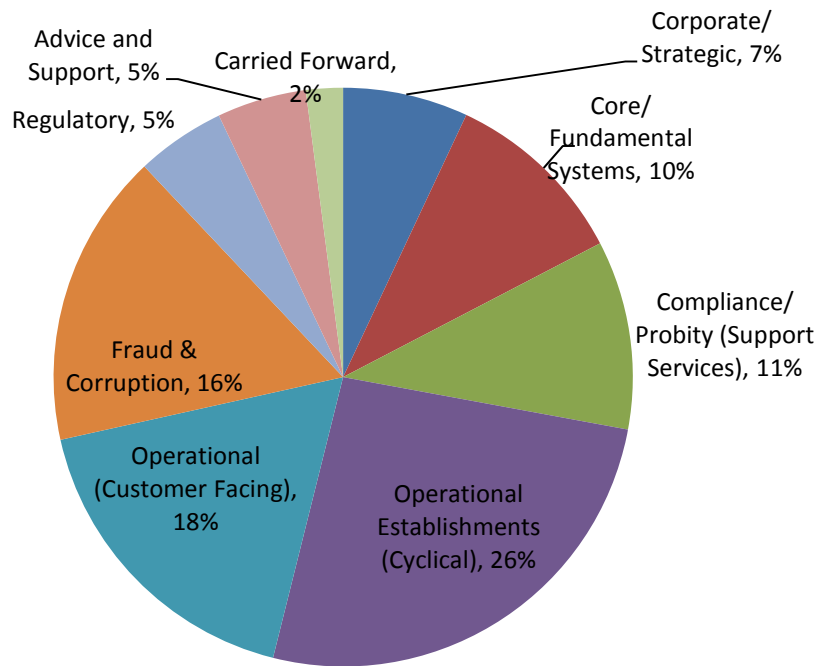
4.1 Given in the table below is a breakdown of the estimated productive days available for the planning process:-

Area	Days	% of available time
Total Available Days	1420	100%
Less Administration	130	9%
Less Management	70	5%
Less Corporate Work	120	8%
Total Programmed Days	1100	77%

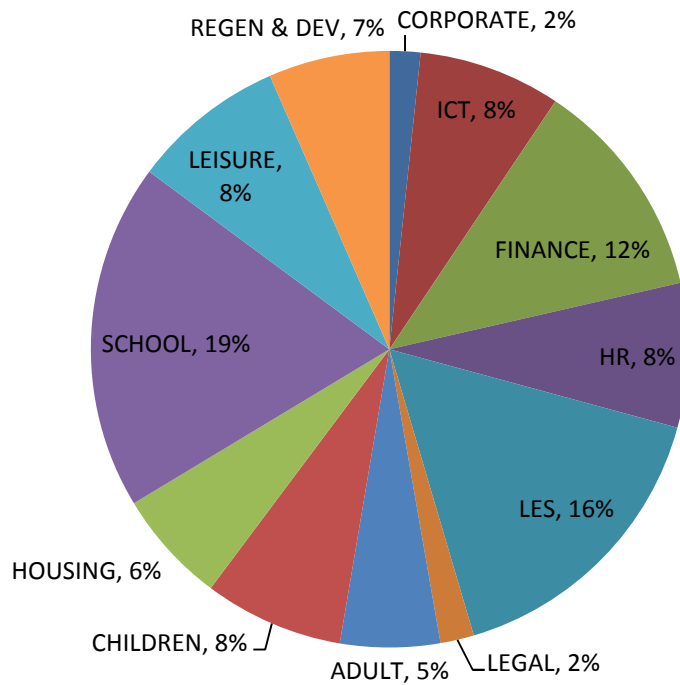
5.0 **Activity**

5.1 The internal audit plan for the financial year 2013/14 is attached in appendix A. Given overleaf are charts breaking down how the audit coverage is planned by audit type and service.

IA work programme 13/14 - % Split by Area



IA work programme 13/14 - % Split by Service



1.6 The audit plan is an indication of the audit work to be undertaken in the financial year. However, there is some flexibility in the planning process to allow the Section to react to changing situations, new demands and requests from Services.

2.0 Decision

2.0 Whilst Internal Audit should retain independence in the planning process, it is important that Audit Committee should be satisfied that there is adequate audit coverage for the 2013/14 financial year.

Recommendation:	Reason for Recommendation:
The Internal Audit Plan should be noted and endorsed by the Audit Committee.	To ensure adequate internal audit coverage

Person(s) To Implement Decision:	Audit Manager
Date By When Decision To Be Implemented:	

Contact Officer Name:	Tel:	Fax:	Email:
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Background Information used to prepare Report:

CIPFA “Code of Practice for Internal Audit in Local Government 2003”
Public Sector Internal Audit Standards
Powys Change Plans and SIP Plans
Powys CC Corporate Risk Register

INTERNAL AUDIT PLAN 2013-14

Area /Assignment	Service	Days	Totals
<u>Corporate/ Strategic</u>			
Data Protection	ICT & Customer	12	
Ripa/ FOI	ICT & Customer	8	
Sickness Absence	HR	2	
Officers Code of Conduct	Legal / HR	8	
Staff Training (Mandatory)	HR	12	
Partnerships (inc S33)	Corporate	15	
Medium Term Financial Plan	Finance	15	
Employee Development	HR	12	
			84
<u>Core/ Fundamental Systems</u>			
Payroll System	Business Support	15	
ROCC SYSTEM- Front Office	LES	12	
Collaborative Planning	Finance	12	
Housing Benefits	Finance	4	
Central Procurement	Finance	15	
Student Awards	Finance	5	
Rent Arrears (Former Tenants)	Housing	8	
Housing Rent	Housing	15	
Pensions	Business Support	15	
Creditors	Finance	12	
E- Procurement	Finance	12	
			125
<u>Compliance/ Probity (Support Services)</u>			
Legal 106 agreements (legal)	Legal	5	
Business Continuity Schools	Schools Service	5	
Fleet -Fuel	LES	12	
Contract Audit	LES	20	
Statutory Testing	LES	3	
Energy Management	LES	12	
Safeguarding Assets	Corporate	6	
Insurance	Finance	12	
Health & Safety (Internal)	HR	12	
Internet usage	ICT & Customer	10	
School Support Partnership	Schools Service	15	
Procurement of vehicles and Plant	LES	15	
			127

Operational Establishments (Cyclical)

Registrars	ICT & Customer	14
Customer Services Points	ICT & Customer	17
Leisure Centres	Leisure & Rec	30
School Catering	Leisure & Rec	30
Schools- Primary	Schools Service	90
Schools- Secondary	Schools Service	35
Schools - Special	Schools Service	5
Environmental Audit (Green Dragon)	LES	25
Depots	LES	14
Day Centres (Elderly)	Adult	12
Day Centres/ Supp Employment (LD)	Adult	12
Supported Homes (LD)	Adult	8
Supported homes(LD)	Children	6
Wyeside Caravan Park	Regeneration	15
		<hr/>
		313

Operational (Customer Facing)

Car Parking	LES	8
County Farm Estates	LES	8
Planning (Development Control)	Development	15
Homeless	Housing	10
Pre & After School Club Activities	Schools Service	15
Unofficial Funds	Schools Service	10
Welsh Church Acts Funding	Regeneration	7
Dom Care (External Contracts)	Adult	15
Appointee & Receivership	Adult	12
Community Equipment	Adult	8
Substance Misuse	Adult	12
Programmed Housing Maintenance	Housing	12
Transport - Public	LES	6
Bridge Maintenance	LES	12
Trade Refuse	LES	12
Recycling	LES	12
Dog Wardens / Pest Control	Public Protection	8
Land Charges	ICT & Customer	8
Management Administration	Children	10
Independent Funding Agencies	Children	12
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		212

Fraud & Corruption

Public Whistleblowing Investigations	All	75
Responsive Internal Investigations	All	75
National Fraud Initiative 2012 & 2013	Finance	40
Anti-Fraud & Corruption Policy	Corporate	8
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		198

Regulatory

WAG Grants	Schools Service	24	
European Grants (PCC)	Regeneration	24	
European Grants (External)	BBNP	12	<hr/>
			60

Advice and Support

New System Development		30	
Control / Process Advice		30	<hr/>
			60

Carried Forward

Misc Carried Forward Work		25	<hr/>
			25

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