

CYNGOR SIR POWYS COUNTY COUNCIL

**AUDIT COMMITTEE
17th October 2014**

REPORT AUTHOR: Internal Audit Manager

SUBJECT: Work Programme Quarter 3 2014/15

REPORT FOR: Information

1.0 Introduction

1.1 One of the functions of the Audit Committee is to be satisfied there is effective internal audit coverage of the Council's systems, mechanisms, policies and practices to be able to gain assurance that the Council has a robust internal control framework.

2.0 Objectives of Internal Audit

2.1 Internal Audit's objective is to carrying out independent appraisals of the Council's control mechanisms to identify areas for improvement by Management.

2.2 The achievement of this objective involves:

- Reviewing and appraising the soundness and adequacy of Internal Control
- Promoting value for money
- Ascertaining levels of compliance with established plans, 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

3.0 Resources

3.1 The current structure of the internal audit team consists of 7.5 full time equivalent posts. These are:

- Audit Manager x 1
- Principal Auditor X 2
- Senior Auditor x 1.5
- Auditor x 1
- Audit Assistant x 2

3.2 It is envisaged that the Internal Audit Team will be restructured shortly with the intention of flattening management structures and re-focusing the allocation of resources.

3.3 The table below is a breakdown of the estimated productive programmed days available for the third quarter planning process for 2014/15:-

Resource Splits	3rd Quarter Days
Total Days	505
Less Leave & Sickness	102
Total Available Work Days	403
Less People Management	21
Less Training	22.5
Less Administration	37
Less Corporate Work	20.5
Total Programmed Days	302

4.0 Resource Allocation

4.1 The internal audit plan for the 3rd Quarter of financial year 2014/15 is attached in appendix A. This plan has been based around the approved internal audit planning strategy.

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

Recommendation:	Reason for Recommendation:
The Internal Audit Plan (appendix A) be noted by the Audit Committee.	To ensure adequate internal audit coverage to enable the Head of Audit to give an evidence based opinion on the internal control environment.

Person(s) To Implement Decision:	Internal Audit Manager
Date By When Decision To Be Implemented:	With immediate effect

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INTERNAL AUDIT WORK PROGRAMME
3rd Quarter 2014-15

Area /Assignment	Service	Days	Totals
<u>Corporate/ Strategic</u>			
Staff Training (Mandatory)	Professional Services	4	
Budget Saving Process	Corporate	8	
Sickness Absence (Follow up)	Corporate	4	
Declaration of Interest (Follow up)	Corporate	4	
Equality	Professional Services	12	
Business Continuity (Follow –up)	Resources	3	
Casual Leave Entitlement	Corporate	5	
			40
<u>Core/ Fundamental Systems</u>			
Creditor Payments	Professional Services	1	
Capital/ Main Accounting	Professional Services	15	
Pensions	Business Services	8	
Purchase cards	Professional Services	6	
Payment Authorisation	Prof & Bus Services	3	
Grants Management (Follow up)	Professional Services	4	
Expenses – Members	Business Services	8	
Bank Reconciliation	Professional Services	8	
H/S Bank Balance (Follow-up)	Professional Services	3	
			56
<u>Operational Reviews (Support Services)</u>			
VFM / Control of Portable ICT	ICT & Customer	10	
			10
<u>Operational Establishments (Cyclical)</u>			
Registrars	ICT & Customer	2	
Customer Services Points	ICT & Customer	2	
Leisure Centre	Leisure & Rec	7	
School Catering (Secondary)	Leisure & Rec	5	
Schools- Primary	Schools	25	
Schools- Secondary	Schools	8	
Schools – Special	Schools	6	
Environmental Audit (Green Dragon)	Operations	2	
Environmental Audit (Green Dragon)	Leisure & Rec	2	
Depots	Operations	5	
			64

Operational (Customer Facing)

Planning	Regen, Prop & Com	8
Home to School Transport (S,L&V)	Schools	8
Catering Special Investigations	Leisure & Recreation	16
Car Parking (Collection of Fees)	Operations	5
Homeless	Housing	3
Appointee & Receivership	Adult Social Care	1
Contaminated Land	Regen, Prop & Com	5
Respite Care (Follow up)	Adult Social Care	3
Housing Grants	Housing	4
Cemeteries	Regen, Prop & Com	2
Fuel (Follow-up)	High, Trans & Rec	2
Northgate Contract Administration	High, Trans & Rec	4
Procurement of Contractors	High, Trans & Rec	12
Animal Welfare	Regen, Prop & Com	8
Section 106 Fund Allocation	Regen, Prop & Com	8
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		89

Fraud & Corruption

Public Whistleblowing Investigations	Corporate	10
Responsive Internal Investigations	Corporate	20
National Fraud Initiative	Corporate	6
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		36

Regulatory

Grant Certification	Multiple Services	8
European Grants (External)	BBNP	6
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		14

Total Allocated 3rd Quarter Days		<hr/> <hr/> 309
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