

## Internal Audit Annual Plan 2009/10

1. ASSURANCE WORK		
<b>CORE FINANCIAL SYSTEMS</b>		
Approach and objectives	Covers the following areas:	Planned Days
<p>Internal audit work in 2009/10 will focus on:</p> <ul style="list-style-type: none"> <li>➤ the operation of key controls;</li> <li>➤ probity considerations, i.e. that transactions are appropriate, properly authorized and provide value for money;</li> <li>➤ exposure to fraud and corruption.</li> </ul> <p>The objective is to provide assurance that in practice, key systems are operating securely and efficiently and that exposures to error, waste and fraud are identified and effectively managed</p>	Main Accounting	90
	Asset Management	
	Payroll	
	Ordering & Payments	
	Sundry Debtors	
	Income Management	
	Treasury Management	
	Council Tax	
	Housing Benefit & Council Tax Benefit	
	National Non-Domestic Rates	
Housing Rents		
<b>CORE MANAGEMENT ARRANGEMENTS</b>		
Approach and objectives	Covers the following areas:	Planned Days
<p>Internal Audit continues to play an active role in supporting the Council's development of its management arrangements (see the "Support" section below).</p> <p>Assurance work in 2009/10 will focus on areas where Internal Audit has no active involvement, with the objective of providing assurance that arrangements are robust and reliable.</p>	Financial Management	75
	Performance Management	
	Human Resource Management	
	Risk Management	
	Information Management	
	Corporate Governance	
	Partnership Arrangements	
	Procurement & Contract Management	
	Project and Programme Management	
<b>RISK BASED ASSURANCE WORK PROGRAMME</b>		
Approach and objectives	The following areas are currently in progress or registered as potential audits in 2009/10:	Planned Days
<p>Drawing on the Corporate Plan and Service Business Plans, the risk based programme is developed and reviewed in consultation with Directors and Service Heads, taking account of the nature and levels of risk in their spheres of activity.</p> <p>The main objective in this work is to provide assurance that:</p> <ul style="list-style-type: none"> <li>➤ sound arrangements are in place to identify and assess risks; and</li> <li>➤ risks are being effectively managed</li> </ul>	Climate Change	225
	Cycling & Walking	
	Contaminated Land	
	Academy Interfaces	
	Modern.Gov System	
	Housing Standards	
	Income Management	
	Children & Young People	
	Leisure Development	
	Sickness Absence Management	

## Appendix B

<b>FOLLOW-UP REVIEWS</b>		
<b>Approach and objectives</b>	<b>Covers the following areas:</b>	<b>Planned Days</b>
<p>Following the production of an Internal Audit report and assurance opinion, a follow-up review is undertaken at an agreed time (usually after 6 months) to review progress with the agreed action plan.</p> <p>Progress is reported to management and to the Audit Committee.</p>	<p>All Internal Audit reports which result in the production of an assurance opinion and action plan.</p>	50
<b>SUB-TOTAL – ASSURANCE WORK</b>		<b>440</b>

<b>2. CONSULTANCY WORK</b>		
<b>Work Area and Objectives</b>	<b>This Covers</b>	<b>Planned Days</b>
<p><b>Ad-Hoc Advice</b></p> <p>To provide an on-demand advice service in respect of day-to-day internal control, risk management and governance matters.</p>	<ul style="list-style-type: none"> <li>➤ Advice provided on request from employees and elected members;</li> <li>➤ Liaison with the external auditor and other agencies;</li> <li>➤ Publication of fraud alerts and other guidance notices;</li> <li>➤ Provision of training.</li> </ul>	60
<p><b>Efficiency &amp; Value for Money (VfM)</b></p> <p>The primary objective in 2009/10 is to review the Council's Value for Money Strategy and corporate arrangements for managing its efficiency programme.</p>		50
<p><b>Support Work (projects and other support)</b></p> <p>To provide support and advice to management in the development and implementation of new policies, systems and projects.</p>	<p>Current support areas include:</p> <ul style="list-style-type: none"> <li>➤ Risk Management Steering Group</li> <li>➤ Partnership Mapping &amp; Evaluation</li> <li>➤ Williamson Park - Financial Procedures</li> <li>➤ Money Laundering Policy Development</li> </ul>	45
<b>SUB-TOTAL – CONSULTANCY WORK</b>		<b>155</b>

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3. OTHER		
Work Area and Objectives	This Covers	Planned Days
<p><b>Non Audit Duties</b></p> <p>The professional standard regarding independence states that Internal Auditors should have no operational responsibilities.</p> <p>Internal Audit currently departs from this expectation in the following areas:</p> <p>The Internal Audit Manager currently shares Deputy Section 151 duties with the Accountancy Services Manager, and is also actively involved in the Fair Pay Project.</p>	<ul style="list-style-type: none"> <li>↘ Deputy Section 151 duties (10 days)</li> <li>↘ Fair Pay Project (50 days)</li> </ul>	60
4. AUDIT MANAGEMENT		
Work Area and Objectives	This Covers	Planned Days
Planning, Monitoring and Committee Work	<ul style="list-style-type: none"> <li>↘ Development and updating of Internal Audit Strategic and Annual Plans;</li> <li>↘ Monitoring and review of activity;</li> <li>↘ Reporting to and attending Audit Committee / other member meetings</li> </ul>	60
5. CONTINGENCIES		
Work Area and Objectives	This Covers	Planned Days
<p>Investigations</p> <p>Requests to undertake investigative work are irregular and unpredictable. A significant ongoing investigation means that resources allocated to this activity are much greater than would normally be the case.</p>	<ul style="list-style-type: none"> <li>↘ Investigating and reporting on alleged malpractice</li> <li>↘ Attending and submitting evidence to disciplinary hearings as necessary</li> </ul>	125
<p>General Contingency</p> <p>A general provision made to help accommodate unforeseen variations in demand for Internal Audit work during the year</p>	<ul style="list-style-type: none"> <li>↘ Additional calls for work, particularly in areas such as investigations, or in support of corporate initiatives/major projects.</li> </ul>	40
<b>TOTAL – ALL ACTIVITIES</b>		<b>880</b>