

## Appendix B: Internal Audit Operational Plan – second quarter 2013-14

Set out below are the individual audits expected to be started in the 2<sup>nd</sup> quarter of 2013-14.

This is subject to:

- Client or process availability and readiness for audit
- Internal Audit resources
- Urgent commissioned work.

Audit	Lead department	Audit area	Planned days	Scope	Notes
Housing Benefits	Financial Services	Significant Financial Systems	30	The management processes and controls in the Housing Benefits service.	The Housing Benefits service remains one of the most significant of the Council's financial processes. It has not been subject to specific Internal Audit systems review for some time.
Loans & Investments	Financial Services	Significant Financial Systems	25	The controls in place to safeguard the Council in its loans and investments activities.	This is a high-risk area that is overdue for audit review.
Off-Contract Purchases	Financial Services	Contract audit	25	The review will look at the contract database for accuracy and completeness. In particular, it will look at this in the context of off-contract purchasing.	It is important that the Council's interests are protected in its contractual dealings with third parties.
IT Contracts	Information & Customer Access	Contract audit	25	This audit will consider IT contracts in terms of compliance with proper procedures.	IT is a major area of spend, so there is a need to ensure contract arrangements are sound and the Council is achieving value for money.
Section 106 Agreements (Planning)	CD&N	Contract audit	15	The review will look at compliance with s106 agreements.	Though not 'contracts' as such, similar principles will apply. The audit will review whether agreed income has been received in appropriate cases and other conditions have been fulfilled.

Audit	Lead department	Audit area	Planned days	Scope	Notes
Blue Badge Scheme	Corporate Resources & Support	Regularity, cash and establishment audits	10	Initially, this audit will review processes to ensure all income is properly accounted for.	The audit is intended to give assurance on the accounting arrangements for Blue Badge income.
Corporate Governance and AGS	Corporate Resources & Support	Corporate Governance	20	Further work on the processes leading up to the Council's published Annual Governance Statement (AGS).	There may be some associated corporate governance audit work on project management.
Customer Data Integration (CDI)	Information & Customer Access	IT audit	15	Review of the staff portal and related governance issues plus data integrity.	
IT Hardware Stock Control	Information & Customer Access	IT audit	15	Stock control audit of the processes for managing IT hardware.	VFM considerations also.
Lync Migration	Information & Customer Access	IT audit	15	Review of migration process and local business continuity arrangements for the new telephone system.	
Schools Financial Value Standard (SFVS) returns analysis	Children's Services	Schools	5	Analysis of the returns received from schools on their self-assessments under the SFVS and the outcomes of Internal Audit's own work on a sample of schools.	The outcome is to be published on the schools extranet.

Audit	Lead department	Audit area	Planned days	Scope	Notes
Audit of draft EMAS Environmental Statement for 2012-13	CD&N	EMAS	10	Independent review of the draft public environmental statement including compliance with requirements and evidence to support its content.	Though the Council is reviewing its continued accreditation for EMAS, at the time of writing it remains an EMAS organisation and the published environmental statement is a central component of the Council's public accountability for its environmental stewardship.
NNDR Return	Financial Services	Grant Certification	10	Certification of return in line with the guidelines provided.	Internal Audit preliminary work, prior to final sign-off by external auditor.
Teachers' Pension Return	Financial Services	Grant Certification	10	Certification of return in line with the guidelines provided	Internal Audit preliminary work, prior to final sign-off by external auditor.
Pooling of Housing Capital scheme	Financial Services	Grant Certification	10	Certification in line with the guidelines provided.	Internal Audit preliminary work, prior to final sign-off by KPMG as external auditor.
Local Transport Plan	CD&N	Grant Certification	15	Certification in line with grant determination.	To give independent confirmation on the appropriate use of Local Transport Capital Block funding.
Leaseholder Reserve Fund	Housing	Certification	15	Leaseholder charges certification to ensure compliance with the relevant guidelines.	Independent annual certification required under the leaseholder scheme for right-to-buy properties.
Service charges	CD&N – Property Services	Certification	10	Independent audit of service charges paid by the lessee of Phoenix Square for the year ending 31 <sup>st</sup> March 2013.	Under the lease agreement there is requirement for the services charges recharged by LCC (Property Services) to be independently audited. Internal Audit has been requested to carry out this audit, having provided this service last year.
		TOTAL	280		

