Selby District Council

Internal Audit Plan 2019/20

Audit Manager: Phil Jeffrey
Deputy Head of Internal Audit: Richard Smith
Head of Internal Audit: Max Thomas

Circulation List: Members of the Audit and Governance Committee
                    Chief Executive
                    Chief Finance Officer (S151 Officer)

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Introduction

1   This document sets out the planned 2019/20 programme of work for internal audit and risk management provided by Veritau for Selby District Council.

2   The work of internal audit is governed by the Accounts and Audit Regulations 2015 and the Public Sector Internal Audit Standards. In accordance with these standards internal audit is required to prepare an audit plan on at least an annual basis.

3   The plan is informed by the Council's main strategic risks. This is intended to ensure limited audit resources are prioritised towards those systems which are considered to be the most risky and/or which contribute the most to the achievement of the Council's priorities and objectives. The audit plan is however a working document and changes are made throughout the year to reflect changes in risk and any issues that arise.

4   The content of the audit plan has been subject to consultation with senior officers and is submitted for formal approval by the Audit and Governance Committee who is also responsible for monitoring progress against the plan. Changes to the plan are agreed with the Chief Finance Officer and are notified to the Committee. Proposed audit work is also discussed with the Council's external auditors to ensure there is no duplication of effort.

5   The plan is based on a total commitment of 355 days for 2019/20. This includes 322 days for internal audit, and 33 days to support the Council's risk management arrangements.

6   This a 20 day reduction from last year in order to fund additional priority counter fraud work. This is a temporary one year reduction to reflect increased demand on the counter fraud service and will be reviewed at the end of the year.

2019/20 Plan

7   The plan has been structured into a number of sections:-

- **Corporate Risk Register;** this work involves reviewing the action taken, or to be taken, in managing the key risks to the Council.

- **Financial Systems;** to provide assurance on the key areas of financial risk. This helps support the work of the external auditors and provides assurance to the Council that risks of loss are minimised.

- **Regularity Audits;** to provide assurance on those areas identified through Veritau's risk assessment. Although not identified as a key corporate risk to the Council, they are recognised as key service risks.

- **Technical/Projects;** to provide assurance on those areas of a technical nature and where project management is involved. These areas are key to the Council as the risks involved could detrimentally affect the delivery of services.

- **Client support & advice;** work we carry out to support the Council in its functions.   This includes the time spent providing support, advice and training in relation to risk management in the Council.

- **Other;** an allocation of time to allow for unexpected work and the follow up of work we have already carried out, ensuring that agreed actions have been implemented.

8   Details of the 2019/20 plan are set out below.

Internal Audit Plan 2019/20

Corporate Risk Register

Risk No	Risk	Audit	Scope	Days
003	The Council's financial position is not sustainable beyond 2021.	Savings Delivery	A review of the progress made on savings delivery proposals. This may include the Council's plans to utilise digital processes and whether this has realised the expected benefits.	10
		Financial Resilience	A review of the Council's financial resilience including medium-term financial planning.	10
004	Lack of organisational capacity and resilience to effectively deliver agreed outcomes and objectives for now and for the future.	Organisational Development	A provision of time to provide support, advice and challenge to the Council's emerging Organisational Development strategy. This is deferred from 2018-19.	10
				30

Financial Systems

Audit	Scope	Days
Benefits	A review of the key risks and controls involved in awarding and paying benefits including the Council Tax Support Scheme.	12
Council Tax & NNDR	A review of key controls and risks relating to Council Tax and NNDR.	12
Creditors	To review the key risks/controls in relation to creditors.	12

Audit	Scope	Days
Debtors	A review of the systems for raising debtor invoices and collecting income, credit control, and debt recovery arrangements.	15
General Ledger	A review of the budget setting, monitoring processes and reconciliations including virements and journal transfers.	12
Housing Rents	A review to provide assurance that the processes employed to administer the Council's housing rent accounts are sound.	12

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Regularity Audits

Audit	Scope	Days
Absence Management	A review of the processes and procedures in place to manage staff absence.	12
Assurance Mapping	A review of other sources of assurance to ensure that duplication of work is minimised and audit resources are used effectively. This was a specific recommendation from Veritau's external PSIAS assessment.	5
Community Engagement	A review of the arrangements in place to gauge customer needs and target services accordingly. This will also consider good practice from other authorities. This is deferred from 2018-19.	15
Community Infrastructure Levy	An audit of the procedures in place for administering the CIL. This will include a review of governance and decision making.	15
Data Quality	An audit of systems for capturing key performance data, to ensure information used for management of the organisation is robust.	15

Emergency Planning	A review of key risks and controls relating to emergency planning.	15
Health & Safety	A review of key health and safety risks. This may include a review of the effectiveness of the health and safety committee including incident tracking and trend analysis.	10
Planning	An allocation of time to provide support and advice to the planning team in relation to benchmarking and value for money. This will build on work started in 2018/19.	10
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Technical/Project Audits

Audit	Scope	Days
Better Together	A review of key controls and risks relating to the Better Together programme with North Yorkshire County Council.	10
Contract Management & Procurement	The scope will be agreed with officers during the year. This may include a general review of procurement arrangements and/or a review of individual contracts.	12
ICT Audits	An allocation of days for ICT audit. This will include reviews of cyber security awareness and the appropriateness of user access levels.	20
Information Security	An allocation of time to carry out information security checks.	5
Project Management	An allocation of time to provide support, advice and challenge to key projects.	10
		57

Client Support & Advice

Area	Days
Financial Appraisals and Tender Openings	5
Committee Preparation & Attendance including Annual Governance Statement	12
External Audit Liaison	2
Miscellaneous Advice	3
Data analysis	5
Corporate Issues (including audit planning, client liaison and attendance at Extended Leadership Team)	15
Risk Management Facilitation	33
	75

Other

Area	Days
Contingency	6
Follow Ups	15
	21
	355