

## Selby District Council

### Internal Audit Plan 2018/19

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**Circulation List:**

Members of the Audit and Governance Committee  
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## Introduction

- 1 This document sets out the planned 2018/19 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 through the Council's client management arrangements 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.
- 6 The plan is based on a total commitment of 375 days for 2018/19. This includes 342 days for internal audit, and 33 days to support the Council's risk management arrangements. This is unchanged from 2017/18.

## 2018/19 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 2018/19 plan are set out in Annex A.

## Internal Audit Plan 2018/19

## Corporate Risk Register

Risk No	Risk	Audit	Scope	Days
003	The Council's financial position is not sustainable.	Savings Delivery	A review of the progress made on savings delivery proposals.	12
009	Poor net economic growth.	Programme for Growth	A review of a sample of projects included in the Council's Programme for Growth scheme. This may also include support for individual projects.	10
		Economic Development Framework	A review of the delivery of the agreed action plan and the prioritisation of projects within it.	15
				<b>37</b>

## Financial Systems

Audit	Scope	Days
Council Tax & NNDR	A review of key controls and risks relating to Council Tax and NNDR.	15
Council House Repairs	A review of the systems involved in carrying out repairs on council housing.	15
General Ledger (including budgetary control)	A review of the budget setting, monitoring processes and reconciliations including virements and journal transfers.	15
Benefits	To review the key risks/controls involved in awarding and paying benefits including the Council Tax Support Scheme.	12

<b>Audit</b>	<b>Scope</b>	<b>Days</b>
Capital Accounting	To review the treatment of assets and capital expenditure, ensuring they are in line with established accountancy policies and best practice guidelines.	15
Creditors	To review the key risks/controls surrounding the payment of creditors invoices.	15
Payroll	A review of key controls in relation to the payroll function.	12
		<b>99</b>

#### **Regularity Audits**

<b>Audit</b>	<b>Scope</b>	<b>Days</b>
Community Engagement	A review of the Council's engagement with customers including a review of the governance of Community Engagement Forums (CEFs).	15
Data Quality	An audit of systems for capturing key performance data, to ensure information used for management of the organisation is robust.	15
Housing Development	A review of the governance arrangements of the Housing Development Plan. This will include consideration of capacity, resources, risk management and the ability of the council to deliver it.	15
Organisational Development	A review of the effectiveness of the Council's Organisational Development strategy.	15
Performance Management	A review of the Council's appraisal process for staff including the annual Performance Development Review (PDR) process. This will follow-up on performance management work carried out in 2017/18.	10

Planning	An allocation of time to provide support and challenge in relation to the implementation of the action plan agreed after the Planning Services review.	15
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**Technical/Project Audits**

Audit	Scope	Days
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.	15
Business Continuity and Disaster Recovery	An audit to ensure that the issues arising from the previous audit have been addressed and that the new protocol has been tested and found to be sufficient.	15
ICT Governance	A follow-up of the previous audit carried out in 2017/18.	5
Information Security	An allocation of time to carry out information security checks.	5
Insurance	An allocation of time to review how insurance claims are managed within the Council. This will build on initial work carried out in 2017/18.	8
Project Management	An audit of project management arrangements within the Council.	10
		58

## 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
	<b>75</b>

## Other

Area	Days
Contingency	6
Follow Ups	15
	<b>21</b>
	<b>375</b>