

Internal Audit Plan 2014/2015		Agenda No: 7
Corporate Priority:		An organisation that delivers value
Report presented by:		Lesley Day, Audit Insurance & Risk Manager
Report prepared by:		Lesley Day, Audit Insurance & Risk Manager
Background Papers:		Public
Internal Audit Assignments		
Options:		Key Decision:
N/a		No
Executive Summary:		
To advise Members of the proposed Internal Audit Plan for 2014/2015.		
A copy of the plan for 2014/2015 is attached as Appendix A.		
Decision:		
That Members endorse the Internal Audit Plan 2014/2015 as detailed in Appendix A.		
Purpose of Decision:		
To request Members to endorse the Internal Audit Plan for 2014/2015 to comply with the Public Sector Internal Audit Standards.		

Any Corporate implications in relation to the following should be explained in detail	
Financial:	The staffing costs required to deliver the Audit Plan will be covered by the approved budget for 2014/15
Legal:	The Council is required by law to maintain an effective Internal Audit function
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	None
Environment and Climate Change:	None
Consultation/Community Engagement:	None
Risks:	Non-endorsement of the Audit Plan may lead to inadequate assurance of the internal control environment
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CONSULTATION

Management Board and Heads of Service are asked if they have any specific areas that they wish to be considered for auditing during the year. The Annual Audit Plan is also submitted to the Chief Executive, Corporate Director (S151 Officer) and the Head of Finance for their consideration.

RISK ANALYSIS

The risk analysis that is applied to all audit subjects has been assessed and updated accordingly.

The Council's core financial systems are subject to a system audit every year using CIPFA matrices, internal key controls and the Audit Commission Fraud and Corruption checklist.

Non-core systems and Operational topics are based on a four year programme. Corporate topics are as and when required.

When assessing the risk, the following are also taken into account:

- The Strategic and Operational Risk Register
- Major changes to systems/processes
- Standard of internal control

- Known or perceived difficulties regarding software or service area
- Weighting factor if necessary

The risk analysis calculation remains, as in previous years, as follows:

Risk	Score	Value	Score
Low	3	Low	3
Medium	5	Medium	5
High	7	High	7

The combined scores are then used to determine the number of audit reviews over the four year period as follows:

Total score	Frequency
6 and 8	One year in four
10	Two years in four
12	Three years in four
14	Each year

INTERNAL AUDIT SECTION

PROJECTED TIME AVAILABILITY 2014/2015

	Audit Manager	Auditor	Auditor	TOTAL
Net time available	251	251	251	753
less: sickness cont.	2	2	2	6
	249	249	249	747
less: a/leave & stat days	32	32	32	96
less: a/leave b/fwd	0	2	3	5
Training/courses	3	3	3	9

	214	212	211	637
less Social Club	0	0	3	3
Non-chargeable	214	212	208	634
Corporate Groups/functions	35			35
Section/service management	30	5		35
Admin/general	5	10	10	25
Specials contingency	20	5	5	30
Un-allocatable		5	5	10
Risk Management	15			15
Business Continuity	10			10
Insurance	25			25
Corporate Quality & Compliance				
Reviews	5	5		10
Housing Benefit Fraud	40			40
Cashiers/Mail Room	10			10
Net projected time availability for year	19	182	188	389