

**AUDIT COMMITTEE
24TH MARCH 2015**

STRATEGIC AUDIT PLAN FOR 2015/16

Cabinet Member Councillor Peter Hare-Scott
Responsible Officer Audit Team Leader

Reason for Report: To present the Strategic Audit Plan for 2015/16 to 2016/17 and the detailed Audit Work Plan for 2015/16.

RECOMMENDATION: The Committee approves the Audit Plans.

Relationship to Corporate Plan: Effective Internal Audit is a fundamental element of being an economic, efficient and effective council and can assist with reducing costs and doing things differently and better.

Financial Implications: Inadequate Internal Audit coverage would mean that the Internal Audit Team Leader cannot form an opinion as to the effectiveness of MDDC's internal control environment.

Legal Implications: Failure to produce a risk based audit plan would cause the Council to be in breach of the Public Sector Internal Audit Standards(PSIAS).

Risk Assessment: Without a strategic audit plan to adhere to, the Council is at risk of providing inadequate audit coverage on high-risk areas and no assurance on the control environment.

1.0 Introduction

- 1.1 The PSIAS require that the Audit Team Leader prepares a risk based strategic audit plan, which should take account of the adequacy and outcomes of the organisation's risk management, performance management and other assurance processes.
- 1.2 The draft plans were presented to this Committee for consideration at the meeting on 27 January; no changes were proposed at that meeting.
- 1.3 Subsequently, minor changes were proposed by management, these were to add areas such as social media, job evaluation and service charges to leaseholders. These increased the number of allocated audit days over the 4 year period by 30 with a corresponding reduction in "Other work" days. The amendments are reflected in the appendices to this report.

2.0 Recommendation

- 2.1 That the Committee approves the detailed Internal Audit Work Plan for 2015/16 which is attached at Appendix A and the four year Strategic Audit Plan 2015/16 to 2018/19 attached at Appendix B.

Contact for more Information: Catherine Yandle, Audit Team Leader
Circulation of the Report: Cllr Neal Davey and Management Team

INTERNAL AUDIT WORK PLAN FOR 2015/16 FINANCIAL YEAR

Audit/Task	Number of Days	Quarter 1 Apr to Jun	Quarter 2 Jul to Sept	Quarter 3 Oct to Dec	Quarter 4 Jan to Mar
Core Audits	170				
Council Tax/NNDR	20		X	X	
Income and Cash Collection	15		X	X	
Main Accounting System incl deeds testing	25		X	X	
Housing Benefits	20		X	X	
Creditors	15		X	X	
Housing Rents	20		X	X	
Treasury & Cashflow Management	5		X	X	
Payroll	15		X	X	
Recovery	15		X	X	
Car Parking Income/Trade Waste	15		X	X	
ICT Core	5		X	X	
Systems Audits	210				
Listed Buildings & Conservation Areas	10	X			
Grants, Subscriptions & donations	10	X			
Vehicles & Fuel (including inventory & maintenance)	10	X			
Emergency Planning	10	X			
Legal Services	10	X			
Leisure (Culm Valley)	15	X			
Refuse & Recycling (2 yearly)	20	X			
Recruitment, Selection and JE	10	X			
Electronic payments/online forms	10		X		
Information Security (2 yearly)	10			X	
Appraisals and Training	10				X
Freedom of Information	10				X
Gifts & Hospitality/Register of Interests (annual)	5				X
Corporate Health & Safety incl Homeworking/Loneworking (2yrs)	10				X
Insurance/VAT	10				X
Private Sector Housing	10				X
Procurement/Contracts	20				X
Stores	5				X
Voids	5				X
Cemeteries & Bereavement Services	5				X
Service Charges	5				X
Corporate Work	50				
Spar	30	X	X	X	X
DAP peer review	5				X
Data Quality Assurance Checks	15	X	X	X	X
Other Work	75				
Fraud/Irregularity/Consultancy/Contingency		X	X	X	X
Total Scheduled Audit Days	380	95	95	95	95
Other	125	30	30	30	35
Total	505	125	125	125	130
Completed					
Scheduled/started					
Postponed					
	0	0%	0%	0%	0%

Audit Code	Audit Area	Year Last Audited	Days 2015/16	Days 2016/17	Days 2017/18	Days 2018/19	TOTAL
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CORE FINANCIAL AUDITS (Statutory Requirement -Annual)

CORE 1	Council Tax and NNDR	2014/15	20	20	20	20	80
CORE 2	Income and Cash Collection	2014/15	15	15	15	15	60
CORE 3	Main Accounting System (including Deeds Testing)	2014/15	25	25	25	25	100
CORE 4	Housing Benefits	2014/15	20	20	20	20	80
CORE 5	Creditors	2014/15	15	15	15	15	60
CORE 6	Housing Rents (including rent arrears)	2014/15	20	20	20	20	80
CORE 7	Treasury and Cashflow Management	2014/15	5	5	5	5	20
CORE 8	Payroll	2014/15	15	15	15	15	60
CORE 9	Recovery	2014/15	15	15	15	15	60
CORE 10	Car Parking Income) alternate years	2014/15		15		15	30
CORE 10	Trade Waste }	2013/14	15		15		30
CORE 11	ICT Core Audit	2014/15	5	5	5	5	20
TOTAL CORE FINANCIAL AUDITS			170	170	170	170	630

SYSTEMS AUDITS (Risk Based- mainly 4-yearly)**Human Resources (Jill Stimpson)**

HUR1	Time Recording System	2014/15				10	10
HUR2	Sickness and Other Time Off	2012/13		10			10
HUR3	Recruitment, Selection and JE	2009/10	10				10
HUR4	Appraisals and Training		10				10
HUR5	Travel and Subsistence (incl Pool cars)	2013/14			10		10
HUR6	Standby	2012/13		5			5
Human Resources Total			20	15	10	10	55

Financial Services & Procurement (Andrew Jarrett)

FIN1	VAT(2-yearly)	2014/15		10		10	20
FIN 2	Insurance(2-yearly)		10		10		20
FIN3	Leasing and asset management (Vehicles/Equipment/IT)	2014/15				15	15
FIN4	Procurement (2-yearly)	2013/14	20		20		40
FIN5	Contract Register & Contracts (2-yearly)	2014/15		20		20	40
Financial Services & Procurement Total			30	30	30	45	135

ICT (Christina Cross)

ICT1	Telephones - Fixed and Mobile	2014/15				5	5
ICT2	Information Security (2 yearly)	2009/10	10		10		20
ICT3	Computer Inventory - hardware and software	2012/13			10		10
ICT4	Data Protection(2-yearly)	2014/15		10		10	20
ICT5	Freedom of Information		10				10
ICT6	Gazateer Management - Street Naming & Numbering	2014/15				5	5
ICT7	Local Land Charges	2010/11		5			5
ICT Total			20	15	20	20	75

Planning (Jonathan Guscott)

PLA1	Building Control (incl income and all other areas)	2012/13		10			10
PLA2	Development Control including enforcement	2013/14			10		10
PLA3	Listed Buildings and Conservation Areas		10				10
PLA4	Forward Planning	2013/14				10	10
Planning Total			10	10	10	10	40

Public Health Services (Jill May)

PHS1	Environmental Health Commercial	2008/09			15		15
PHS2	Environmental Health Protection	2008/09		15			15
PHS3	Corporate Health & Safety incl Homeworking/Loneworking (2yrs)	2013/14	10		10		20
PHS4	Licensing Services	2012/13		10			10
PHS5	Private Sector Housing	2013/14	10			10	20
Public Health Services Total			20	25	25	10	80

Leisure (Jill May) one a year

LEI1	Exe Valley Leisure Centre (incl income and all other areas)	2012/13		15			15
LEI2	Culm Valley Sports Centre (incl income and all other areas)	2012/13	15			15	30
LEI3	Lords Meadow Leisure Centre (incl income and all other areas)	2014/15			15		15
Leisure Total			15	15	15	15	60

Legal & Democratic Services (Amy Tregellas)

L&D1	Electoral Registration & Elections	2013/14			10		10
L&D2	Members Allowances	2011/12		10			10
L&D3	Gifts & Hospitality/Register of Interests (annual)	2014/15	5	5	5	5	20
L&D4	Legal Services		10			10	20
Legal & Democratic Total			15	15	15	15	60

Audit Code	Audit Area	Year Last Audited	Days 2015/16	Days 2016/17	Days 2017/18	Days 2018/19	TOTAL
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Street Scene (Andrew Jarett)

SSS1	Refuse & Recycling (2 yearly)	2011/12	20		20		40
SSS2	Vehicles & Fuel (including inventory & maintenance)		10			10	20
SSS3	District Officers	2011/12		10			10
SSS4	Street Cleansing & Public Cleaning			5			5
Street Scene Total			30	15	20	10	75

Customer Services (Liz Reeves)

CSE1	Customer Care/Complaints	2012/13		10			10
CSE2	Electronic payments/online forms/social media		10		10	10	30
Customer Services Total			10	10	10	10	40

Housing & Property Services (Nick Sanderson)

HPS1	Care Services (Alarm Income)	2010/11		10			10
HPS2	Repairs and Maintenance	2014/15				15	15
HPS3	Stores	2010/11	5				5
HPS4	Health & Safety Management Arrangements incl Estate Inspections (2-yearly)	2014/15		10		10	20
HPS5	Emergency Planning (also Business Continuity Planning) (2yrs)	2009/10	10		10		20
HPS6	Cemeteries & Bereavement Services		5				5
HPS7	Grounds Maintenance (Parks & Open Spaces)	2013/14			10		10
HPS8	Voids Management Arrangements	2009/10	5				5
HPS9	Lettings	2011/12		5			5
HPS10	Housing Homeless Persons	2013/14			10		10
HPS11	Service Charges		5				5
Housing & Property Services Total			30	25	30	25	110

Economic & Community Development (Amy Tregellas)

CDE1	Grants, subscriptions & donations		10				10
CDE2	Community Engagement & Consultation			10			10
CDE3	Economic Regeneration & Industrial Rents	2014/15			5		5
CDE4	Markets	2014/15				10	10
Economic & Community Development Total			10	10	5	10	35

SYSTEMS AUDITS TOTAL

210	185	190	180	765
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ASSURANCE WORK

	Data Quality Assurance Checks		15	15	15	15	60
	DAP peer review		5	5	5	5	20
	Spar		30	30	30	30	120
Assurance Work Total			50	50	50	50	200

OTHER WORK

	Fraud/Irregularity/Consultancy/Contingency		75	101	96	106	377
Other Work Total			75	101	96	106	377

SUMMARY					
Available Audit Days		505	506	506	506
Core Systems		170	170	170	170
Systems Audits		210	185	190	180
Assurance Work		50	50	50	50
Other Work		75	101	96	106
TOTAL		505	506	506	506