

## **Audit and Governance Committee 9 November 2015**

### **INTERNAL AUDIT PLAN 2015/16 PROGRESS REPORT**



Report of the Audit Services Manager – Shared Internal Audit Service

Ward(s) affected: All

#### **1. Purpose of Report**

- 1.1 This is to update Committee members on the progress made against the 2015/16 Internal Audit plan up to 30<sup>th</sup> September 2015.

#### **2. Recommendations**

Members are recommended to:-

- 2.1 Note the contents of the report and the attached Appendix.

#### **3. INTERNAL AUDIT PLAN 2015/16**

- 3.1 At its meeting on 30<sup>th</sup> March 2015, this Committee approved the 2015/16 Audit Plan for 240 audit days + an additional 10 days for any ad hoc or unforeseen work or for the provision of consultancy advice. The attached appendix shows how these days have been allocated to each agreed audit and what progress has been made up to 30<sup>th</sup> September 2015.

- 3.2 The key points are:-

- At the end of September a total of 60 days have been spent on Craven audit work i.e. 25% of the total provision of the agreed 240 days. This is in line with our timetable and we are on course to complete all of the Audit Plan by 31<sup>st</sup> March 2016.
- 9 of the 60 days has been spent on completing audits brought forward from 2014/15, which is significantly less than in previous years (as a comparison, in 2014/15 audit spent 71 days up to November 2014 completing 2013/14 audits).
- Annual Audits – the majority are scheduled to be undertaken in either quarter 3 or 4. Transparency and BVS Service Charge are reported separately at this Committee meeting.
- Risk Based Audits – 3 audits will be undertaken in quarter 3 or 4 with

the outcome reported to Audit & Governance later in the year. The remaining 3 are ongoing and draft reports should be available in December. The original plan had been to provide the final audit report on Resource Resilience to the November meeting but unfortunately this has not been possible. It will therefore be brought to the January 2016 meeting instead.

#### **4. Implications**

##### **4.1 Financial and Value for Money Implications**

None

##### **4.2 Legal implications**

None

##### **4.3 Contribution to Council Priorities**

The delivery of an Internal Audit Service contributes to Council transformation.

##### **4.4 Risk Management**

The internal audit function is an integral part of internal control.

##### **4.5 Equality Impact Assessment**

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

#### **5. Consultations with Others**

Strategic Manager Financial Services (S151 Officer).

#### **6. Access to Information : Background Documents**

None

#### **7. Author of the Report**

Kim Betts, Audit Services Manager, Craven District Council and Harrogate Borough Council Shared Internal Audit Service.

**Note:** Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

**8. Appendices**

Internal Audit Plan 2015/16 Q2 Monitoring

INTERNAL AUDIT PLAN 2015/16 – QUARTER 2 MONITORING

**APPENDIX**

	<b>Audit Plan (Days)</b>	<b>Actuals Apr-Sept (Days)</b>	<b>Forecast Outturn (Days)</b>	<b>Comments</b>
<b>Annual Audits</b>				
Treasury Management	10	0	10	Quarter 4 audit
Creditors	20	0	20	Quarter 4 audit
Transparency	10	9	9	Completed. On agenda for 9 <sup>th</sup> November 2015
Procurement	15	1	15	Quarter 3 audit.
CT/NNDR b/fwd 2014/15	0	3	3	Reported to A&G in June 2015. "Good".
BVS Service Charge	10	10	10	Completed. On agenda for 9 <sup>th</sup> November 2015
<b>Total</b>	<b>65</b>	<b>23</b>	<b>67</b>	
<b>Risk-based Audits/Service Area Reviews</b>				
On-line Payments	20	1	20	Quarter 3 audit
Building Control	20	3	16	Ongoing. Will be reported to A&G in January 2016
Bereavement Services	20	3	20	Ongoing. Will be reported to A&G in January 2016

	<b>Audit Plan (Days)</b>	<b>Actuals Apr-Sept (Days)</b>	<b>Forecast Outturn (Days)</b>	<b>Comments</b>
Fraud	10	0	10	Quarter 4 audit
Resource Resilience	0	6	8	Ongoing. To be reported to A&G in January 2016
Grants	15	12	15	Ongoing. To be reported to A&G in January 2016
IT	20	0	20	Quarter 3 audit
<b>Total</b>	<b>105</b>	<b>25</b>	<b>109</b>	

<b>Other Work</b>				
Follow up of recommendations	20	4	20	Ongoing. Audit work completed as recommendation implementation date becomes due.
Contingency	25	1	25	Ongoing. To cover any additional time required for planned audit work or for investigations.
Planning/reporting/Committee meetings etc	25	7	19	Efficiency gain due to only 1 Manager now in Audit structure.
<b>Total</b>	<b>70</b>	<b>12</b>	<b>64</b>	
<b>GRAND TOTAL</b>	<b>240</b>	<b>60</b>	<b>240</b>	