

INTERNAL AUDIT - ANNUAL AUDIT PLAN 2019-2020

"Internal auditing is an independent, objective, assurance activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes." *Public Sector Internal Audit Standards.*

NB: Audit Plans should be considered flexible and adjustable, to address emerging risks, organisational changes, and revised priorities during the year.

SYSTEM OR ACTIVITY TO BE AUDITED	Teignbridge (*see project key below)	2019/20
	10	Days
	Project	

Financial Systems Assurance

(Core systems are those areas that are fundamental to providing controls assurance for internal financial control)

BENEFITS & COUNCIL TAX SUPPORT	1/6/9	Ensures accurate and timely payment of Housing Benefit and Council Tax Support.	10
COUNCIL TAX	All	Calculates, collects and accounts for Council Tax including recovery procedures for non-payment.	10
PAYROLL	All	Ensures prompt and accurate payment of employees. (The new Midland iTrent Payroll system will go live during this audit year.)	10
NDR (Business Rates)	All	Calculates, collects and accounts for Non-Domestic Rates including recovery procedures for non-payment. A counter fraud element will be included to help ensure maximum business rates income is collected.	10
DEBTORS	All	Invoices, accounts for, and recovers debts due to the authority.	10

SYSTEM OR ACTIVITY TO BE AUDITED	Teignbridge 10 Project	(*see project key below)	2019/20 Days
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Financial Systems Assurance (Cont.)

MAIN ACCOUNTING & BUDGETARY CONTROL	All	Accounts for the Council's activities and ensures budgetary requirements are met. Verification of approved budget to the Financial Management System. Good Financial Management and Budgetary control are essential as funding reductions continue.	10
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Other Systems Assurance

PARTNERSHIPS AND FUNDING AGREEMENTS	All	To provide assurance that good governance arrangements are in place for partnerships and other funding arrangements so that expected outcomes are being achieved through appropriate monitoring of financial, performance, and risk management.	10
HOUSING - EMPTY HOMES	1/5	Review of the arrangements in place to reduce numbers of empty homes.	10
HOUSING - DISABLED FACILITY GRANTS	1/5	Review and testing of the systems for administering and accounting for housing grants.	15
HOUSING - FINANCE	All	Review and test collection of income and debt recovery for all housing related finance (emergency accommodation, deposit and rental guarantees etc.).	10
HOUSING - RETURNS (LAHS & LADR)	All	Testing of the accuracy, and certification of mandatory housing data returns.	5
CEMETERIES	All	Review and testing of the controls in place to manage cemetery risks taking account of the new Epitath system being implemented.	10
ECOFLEX SCHEME	1/4/5/9	Probity check on grants allocated and eligibility checks for this energy efficiency scheme to ensure it is operating as intended.	10
COMMUNITY INFRASTRUCTURE LEVY (CIL)	1/3/4/6/8	Testing of CIL calculation and collection systems to ensure accurate billing and collection and application of exemptions.	10

SYSTEM OR ACTIVITY TO BE AUDITED	Teignbridge 10 Project	(*see project key below)	2019/20 Days
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Risk Based Auditing

RISK REGISTER	All	This project covers risk management and sample testing the mitigations within the Council's Risk Registers. The processes in place to manage risks (mitigations) will be verified to ensure that they are operating in practice and provide assurance that key risks are being managed.	10
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Information Management and ICT Systems

INFORMATION GOVERNANCE & SECURITY	All	Information Governance including the Data Protection Officer role is now combined with Internal Audit. There is therefore a rolling programme of information governance work being undertaken by the team. In order to provide independent assurance, a self assessment will be undertaken this year and this will be validated independently by third party.	10
ICT	All	Teignbridge's ICT services are delivered by Strata and audited by the Devon Audit Partnership (DAP). An allocation of time has been included to pick up any risks we may need to assure that are not covered by DAP.	5

Fraud / Special Investigations / Other Requested Work

COUNTER FRAUD	All	Fraud risk assessment; Anti Fraud & Corruption Strategy; Whistleblowing Policy; Anti Money Laundering Policy.	10
CONTINGENCY	All	Contingency for fraud, irregularity and other investigative work or ad hoc requests for projects.	20

Governance Work

CORPORATE GOVERNANCE REVIEW	All	Review and assessment of governance arrangements. Collating supporting evidence to support the Annual Governance Statement. Involves a one-to-one interview with all Business Managers and consultation with other stakeholders.	10
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SYSTEM OR ACTIVITY TO BE AUDITED	Teignbridge (*see project key below)	2019/20
	10	Days
	Project	

Advice / Consultancy

ADVICE AND CONSULTANCY	All	Allowance for time spent on providing general advice to officers, management and members.	20
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Other (Non Audit) Work

ANNUAL GOVERNANCE STATEMENT (AGS)	All	Co-ordinate production of the AGS following Governance Review above.	5
FINANCIAL INSTRUCTIONS and CONTRACT PROCEDURE RULES	All	Ongoing review and updating. Provision of advice to officers and allowance of time for dealing with Waivers and monitoring reports to Audit Scrutiny.	10
NATIONAL FRAUD INITIATIVE (NFI) DATA MATCHING	All	The Audit and Information Governance Manager performs the NFI Key Contact Role and co-ordinates the investigation of matches.	10

Audit Management & Administration

AUDIT ADMINISTRATION and KNOWLEDGE	-	General admin: time recording / orders / invoices / team meetings / corporate meetings / one to one meetings / training etc.	20
AUDIT FOLLOW UP	-	Involves ensuring previously agreed actions have been implemented.	10

TOTAL RESOURCES REQUIRED 2019-2020 **280**

Resource Available (days):

Internal: Auditor and Audit and Information Governance Manager: **200**

External Resource: **80**

TOTAL RESOURCES AVAILABLE 2019-2020 **280**

SYSTEM OR ACTIVITY TO BE AUDITED

Teignbridge (*see project key below)
10
Project

2019/20
Days

KEY TO THE COUNCIL'S PROJECTS

Project 1: A ROOF OVER OUR HEADS - provide more, better and affordable homes

Project 2: CLEAN SCENE - keep the district clean

Project 3: GOING TO TOWN - invest in town centres

Project 4: GREAT PLACES TO LIVE AND WORK - provide well designed, quality neighbourhoods

Project 5: HEALTH AT THE HEART - improve health and wellbeing

Project 6: INVESTING IN PROSPERITY - create jobs and wealth

Project 7: MOVING UP A GEAR - improve travel options

Project 8: OUT AND ABOUT AND ACTIVE - provide opportunities for healthy active lifestyles

Project 9: STRONG COMMUNITIES - liaise with, help and support our communities

Project 10: ZERO HEROES - to reduce waste and carbon emissions

"All": This encompasses the "What else we will do" elements of the Strategy which include: effective spending; increased income; be customer focussed; work in new smarter ways; continuously improve efficiency; deliver services fairly.

Sue Heath
Audit Manager
June 2019