| ISLE OF            | ANGLESEY COUNTY COUNCIL                          |
|--------------------|--|
| COMMITTEE:         | AUDIT AND GOVERNANCE COMMITTEE                   |
| DATE:              | 27 JULY 2015                                     |
| TITLE OF REPORT:   | STRATEGIC INTERNAL AUDIT PLAN 2015/16 TO 2017/18 |
| PURPOSE OF REPORT: | FOR CONSIDERATION AND APPROVAL                   |
| REPORT BY:         | INTERIM AUDIT MANAGER                            |
| ACTION:            | COMMITTEE APPROVAL REQUIRED                      |

#### 1. INTRODUCTION

- 1.1. The existing Operational Audit Plan for 2015-16 was presented to and accepted by the Audit Committee at its meeting on 23 February 2015.
- 1.2. Enquiries since then have identified the need to re-examine the planned internal audit coverage, resulting in a strategic audit plan being presented to this committee for consideration and approval (see Appendix A attached).
- 1.3. In compiling this plan, Heads of Service have been consulted and various sources of information such as risk registers, service development plans and corporate action plans have been considered.
- 1.4. The plan has been agreed by SLT and the external auditors have raised no concerns.
- 1.5. The current year (2015/16) is the one that should command your attention, as both 2016/17 & 2017/18 are subject to review when the plan is rolled forward year on year.

#### 2. REASONS FOR CHANGE

- 2.1. Compared with the existing plan, this plan is more balanced, spreads audit coverage more widely and covers a period of three years rather than one. It demonstrates that all areas considered relevant for review by internal audit can be covered within that time span, subject to addressing the resources issue (paragraph 3.3 below).
- 2.2. The emphasis given to key financial systems in the past has been to the detriment of other significant areas of activity. This plan seeks to re-balance the audit resource to enable the examination of a number of areas which have not been subject to audit review in recent years.
- 2.3. Due to the need to build in the potential for flexibility, the plan provides a contingency item of approx. 10% of resource.
- 2.4. Auditing of schools is now targeted at the larger schools, rather than sticking to a routine cycle which has been past practice. It also provides for thematic reviews.

2.5. In totality this plan should enable the Audit Manager to be better placed to give an annual opinion on the framework of governance, risk management and control across the Council, which is a requirement of the Public Sector Internal Audit Standards which this Council has adopted.

#### 3. RESOURCES REQUIRED TO DELIVER THE PLAN

- 3.1. The preparation of a three year plan helps to identify the ongoing level of internal audit resources required to provide effective audit coverage of the Council's activities
- 3.2. Days allocated as programmed coverage, other than financial systems, are tentative and will need to be "firmed up" when the precise scope of the work is determined in consultation with the relevant officers. It is not thought, however, that this process will significantly influence the overall resource requirement.
- 3.3. The plan indicates that the audit service is in need of one more full time person to deliver the planned work. I and the section 151 officer, in consultation with Human Resources, are discussing how that shortfall can be best addressed.

#### 4. DECISION REQUIRED

4.1. The Committee is invited to approve the strategic audit plan attached at Appendix A.

RICHARD SADLER
INTERIM AUDIT MANAGER
14 JULY 2015

Attachments

Appendix A – Strategic Internal Audit Plan 2015/16 – 2017/18

| Area for review                      | Nature of the work  | Reason for inclusion  | Frequency  | Last au          | ıdited                                   | Progr   | ammed cov | verage  |
|--------------------------------------|---|---|------------|------------------|--|---------|-----------|---------|
|                                      |   |   | of audit   | Date             | RAG                                      | 2015/16 | 2016/17   | 2017/18 |
|                                      |   |   |            |                  |  |         |           |         |
|                                      |   | AUTHORITY WIDE REVIEWS (C   | CORPORATI  | $\Xi$ )          |  |         |           |         |
| Business continuity                  | Policies and practices for dealing with a major incident            | Issue of continuing audit concern reported to committee in Sept 2014 by Deputy Chief Executive (DCEO) Corporate risk (CR) YM10 "Key services can't be provided following a major event" | Every year | 2012/13          | Red                                      | 15      | 15        | 15      |
| Contract audit - capital expenditure | Icontracts - specific projects to                                   | No recent audit coverage<br>Significant expenditure   | Every year | Not known        | N/A                                      | 20      | 20        | 20      |
| Corporate governance                 | Policies and practices re accountability and ownership of decisions | Issue of continuing audit concern reported to committee in Sept 2014 by DCEO  | Every year | Prior to 2012/13 | Not known                                | 8       | 8         | 8       |
| Corporate procurement framework      | Policies and practices for procuring goods and services             | Issue of continuing audit concern reported to committee in Sept 2014 by DCEO  | Every year | 2012/13          | Advisory<br>meaning no<br>RAG<br>awarded | 10      | 10        | 10      |

| Area for review   | Nature of the work   | Reason for inclusion   | Frequency                  | Last au  | ıdited                                   | Progr   | ammed cov | verage  |
|---|--|--|----------------------------|--|--|---------|-----------|---------|
|   |  |  | of audit                   | Date   | RAG                                      | 2015/16 | 2016/17   | 2017/18 |
| Data protection and information governance                          | Policies and practices to ensure compliance with external regulation and legislation | Issue of continuing audit concern reported to committee in Sept 2014 by DCEO Head of Function request CR YM3 "Critical, confidential or personal information is lost or wrongly disclosed"                                     | Every year                 | 2014/15 -<br>information<br>governance<br>only | Green                                    | 10      | 10        | 10      |
| Holyhead vibrant and viable places programme  ICT disaster recovery | Governance and grants to third parties  Policies and practices for                   | Annual delivery document 2014/15  CR YM10 "Key services can't be   | One off review  Every year | New review  Prior to                           | N/A<br>Not known                         | 15      | 10        | 10      |
| Partnerships  | dealing with a major incident  Governance and performance                            | Issue of continuing audit concern reported to committee in Sept 2014 by DCEO Audit Committee request CR YM1 "Accountability arrangements around the Council's collaborative working arrangements aren't clear or not followed" | Every year                 | 2012/13<br>2013/14 (in<br>part)                | Advisory<br>meaning no<br>RAG<br>awarded | 15      | 15        | 15      |
| Risk management framework   | •  | Issue of continuing audit concern reported to committee in Sept 2014 by DCEO   | Every year                 | Prior to 2012/13                               | Not known                                | 10      | 10        | 10      |

| Area for review      | Nature of the work   | Reason for inclusion   | Frequency         | Last au          | ıdited    | Progr   | ammed cov | verage  |
|----------------------|--|--|-------------------|------------------|-----------|---------|-----------|---------|
|                      |  |  | of audit          | Date             | RAG       | 2015/16 | 2016/17   | 2017/18 |
|                      |  | <u> </u>   |                   |                  |           |         |           |         |
| Safeguarding         | Policies and practices for protecting children and vulnerable adults | SLT request<br>CR YM12 "A serious safeguarding<br>error results in, or contributes<br>towards, serious harm" | Every year        | Prior to 2012/13 | Not known | 15      | 15        | 15      |
| Standby arrangements | The cost effectiveness of the Council's arrangements                 | Value for money study  | One off review    | New review       | N/A       | 10      |           |         |
| Whistleblowing       | Policies and procedures for staff and stakeholders to raise concerns | Monitoring Officer request   | Every 2nd<br>year | Prior to 2012/13 | Not known | 8       |           | 8       |
| TOTAL DAYS FOR AUTHO | ORITY WIDE (CORPORATE)   | REVIEWS  |                   |                  |           | 146     | 113       | 121     |

| Area for review                                  | Nature of the work  | Reason for inclusion   | Frequency         | Last a                                 | ıdited                                   | Progr   | ammed co | verage  |
|--|---|--|-------------------|--|--|---------|----------|---------|
|  |   |  | of audit          | Date                                   | RAG                                      | 2015/16 | 2016/17  | 2017/18 |
|  |   |  |                   |  |  |         |          |         |
|  | HEAD OF   | FUNCTION - RESOURCES AND   | SECTION 15        | 1 OFFICER                              | 1  | ı       |          |         |
| Council Tax and NNDR                             | Raising and recovery of charges, awarding of allowances and reliefs and appropriate reconciliations | Key financial systems  External auditor assurance                          | Every 2nd<br>year | 2014/15                                | Green/<br>Amber                          | 20      |          | 20      |
| Creditor payments                                | Ordering and payment for goods and services and controls over standing data                         | Key financial system  External auditor assurance                           | Every 2nd year    | 2014/15                                | Green/<br>Amber                          |         | 10       |         |
| Fixed asset register and capital accounting      | Recording, acquisition and disposal of fixed assets and reconciliation with the accounting system   | Key financial system  External auditor assurance                           | Every 3rd<br>year | 2012/13 -<br>verification<br>work only | N/A                                      |         | 8        |         |
| High level controls for key financial systems    | High level controls for those systems not subject to full audit review during the year              | Key financial systems  External auditor assurance                          | Every year        | 2014/15                                | N/A                                      | 10      | 10       | 10      |
| Housing Benefit and Council Tax Reduction Scheme | Assessment and payment of associated benefits/allowances and appropriate reconciliations            | Key financial system  External auditor assurance                           | Every year        | 2014/15                                | Green/<br>Amber                          | 15      | 15       | 15      |
| Insurance  | Placing and adequacy of insurance cover and administration of claims                                | Service area has not been subjected to audit review for a significant time | Every 3rd<br>year | Prior to 2012/13                       | Not known                                |         | 8        |         |
| Isle of Anglesey charitable trust                | Governance, accountability and internal control arrangements  | Significant funds involved and Council's reputation at stake               | Every 2nd<br>year | 2014/15                                | Advisory<br>meaning no<br>RAG<br>awarded |         | 10       |         |

| Area for review                  | Nature of the work   | Reason for inclusion                             | Frequency         | Last a  | udited          | Progr   | ammed co | verage  |
|----------------------------------|--|--|-------------------|---------|-----------------|---------|----------|---------|
|                                  |  |  | of audit          | Date    | RAG             | 2015/16 | 2016/17  | 2017/18 |
|                                  |  |  |                   |         |                 |         |          |         |
| Main accounting system           | Maintaining and controlling<br>the main accounting system<br>and appropriate reconciliations                                 | Key financial system  External auditor assurance | Every year        | 2014/15 | Green/<br>Amber | 10      | 10       | 10      |
| Payroll                          | Management of starters,<br>leavers, changes to pay rates,<br>allowances and standing data<br>and appropriate reconciliations | Key financial system  External auditor assurance | Every 2nd<br>year | 2014/15 | Green/<br>Amber |         | 12       |         |
| Receipting and banking of income | Receipt of income, banking and appropriate reconciliations   | Key financial system  External auditor assurance | Every 2nd year    | 2014/15 | Green           |         | 10       |         |
| Sundry debtors                   | Raising sundry debtor income, its recovery and appropriate reconciliations   | Key financial system  External auditor assurance | Every year        | 2014/15 | Red/ Amber      | 10      | 10       | 10      |
| Treasury management              | Management of borrowing and investments and appropriate reconciliations  | Key financial system  External auditor assurance | Every 3rd<br>year | 2014/15 | Green           |         | 5        |         |
| TOTAL DAYS FOR HEAD              | OF FUNCTION - RESOURCE   | S AND SECTION 151 OFFICER                        |                   |         |                 | 65      | 108      | 65      |

| Area for review                | Nature of the work  | Reason for inclusion   | Frequency         | Last au  | ıdited    | Progr   | ammed cov | verage  |
|--------------------------------|---|--|-------------------|--|-----------|---------|-----------|---------|
|                                |   |  | of audit          | Date   | RAG       | 2015/16 | 2016/17   | 2017/18 |
|                                |   |  |                   |  |           |         |           |         |
|                                | HEAD OF FUN   | CTION - COUNCIL BUSINESS A   | ND MONITO         | DRING OFFICI   | ER        |         |           |         |
| Democratic and member services | Controls over member services, translation, electoral services & emergency planning | Service area has not been subjected to audit review for a significant time | Every 3rd<br>year | 2012/13 -<br>members<br>allowances<br>follow up only | N/A       |         | 8         |         |
| Legal services                 | Controls over provision of the service  | Service area has not been subjected to audit review for a significant time | Every 3rd<br>year | Prior to 2012/13                                     | Not known |         |           | 6       |
| TOTAL DAYS FOR HEAI            | O OF FUNCTION - COUNCIL E   | SUSINESS AND MONITORING O  | FFICER            |  |           | 0       | 8         | 6       |
|                                |   |  |                   |  |           |         |           |         |
|                                |   | <b>HEAD OF FUNCTION - TRANSF</b>   | ORMATION          | 1  |           |         |           |         |

|                       |  | HEAD OF FUNCTION - TRANSF  | ORMATION          |                   |                 |    |    |    |
|-----------------------|--|--|-------------------|-------------------|-----------------|----|----|----|
| IHiiman resources     | 1  | Of crucial importance to the successful operation of the Council             | Every 2nd<br>year | 2013/14 (in part) | Green/<br>Amber | 20 |    | 20 |
|                       | specialist required to determine               | Effective IT systems and control are fundamental to the Council's operations | Every year        | 2014/15           | N/A             | 40 | 40 | 40 |
| TOTAL DAYS FOR HEAD ( | TAL DAYS FOR HEAD OF FUNCTION - TRANSFORMATION |  |                   |                   |                 | 60 | 40 | 60 |

| Area for review | Nature of the work | Reason for inclusion | Frequency | Last au | ıdited | ted Programme |         | verage  |
|-----------------|--------------------|----------------------|-----------|---------|--------|---------------|---------|---------|
|                 |                    |                      | of audit  | Date    | RAG    | 2015/16       | 2016/17 | 2017/18 |

#### CORPORATE DIRECTOR - SUSTAINABLE DEVELOPMENT

| HEAD OF PLANNING AND          | PUBLIC PROTECTION  |  |                   |                  |           |    |    |    |
|-------------------------------|--|--|-------------------|------------------|-----------|----|----|----|
| Building control services     | Controls over fee income and inspection and enforcement regimes  | Service area has not been subjected to audit review for a significant time | Every 2nd year    | Prior to 2012/13 | Not known | 10 |    | 10 |
| Civil registration            | Controls over fee income   | Service area has not been subjected to audit review for a significant time | Every 3rd<br>year | Prior to 2012/13 | Not known |    | 10 |    |
| Environmental health services | Controls over fee income and inspection and enforcement regimes  | Service area has not been subjected to audit review for a significant time | Every 2nd year    | Prior to 2012/13 | Not known | 15 |    | 15 |
| Licensing services            | Controls over fee income and inspection and enforcement regimes. | Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known |    | 10 |    |
| Market administration         | Controls over fee income   | Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known | 10 |    | 10 |
| Planning services             | Controls over fee income and inspection and enforcement regimes. | Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known |    | 10 |    |
| Trading standards services    | Controls over fee income and inspection and enforcement regimes. | Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known | 10 |    | 10 |
| TOTAL DAYS FOR PLANN          | ING AND PUBLIC PROTEC  | ΓΙΟΝ   |                   |                  |           | 45 | 30 | 45 |

| Area for review                  | Nature of the work   | Reason for inclusion   | Frequency         | Last au                              | ıdited                                   | Progra  | ammed cov | verage  |
|----------------------------------|--|--|-------------------|--------------------------------------|--|---------|-----------|---------|
|                                  |  |  | of audit          | Date                                 | RAG                                      | 2015/16 | 2016/17   | 2017/18 |
|                                  |  |  |                   |                                      |  |         |           |         |
| HEAD OF ECONOMIC AN              | ND COMMUNITY REGENER   | ATION  |                   |                                      |  |         |           |         |
| Economic development function    | Review current status and controls   | Annual delivery document 2014/15   | Every 2nd year    | Prior to 2012/13                     | Not known                                | 15      |           | 15      |
| Energy Island                    | Review current status and controls Governance arrangements                       | Annual delivery document 2014/15   | Every 2nd<br>year | New review                           | N/A                                      |         | 10        |         |
| Framework agreements             | Review current status and controls   | Head of Service request  | One off review    | New review                           | N/A                                      | 10      |           |         |
| Leisure function and performance | Review current status and controls Transformation proposals Controls over income | Annual delivery document 2014/15 CR YM13 "Planned transformation of leisure services failing and results in a significant reduction in the availability and quality of leisure facilities" | Every 2nd<br>year | 2014/15 -<br>leisure centres<br>only | Green                                    |         | 10        |         |
| Maritime and tourism functions   | Review current status and controls   | Annual delivery document 2014/15   | Every 2nd<br>year | 2014/15<br>maritime<br>diesel only   | Advisory<br>meaning no<br>RAG<br>awarded |         | 10        |         |
| Project management office        | Review current status and controls   | Head of Service request  | Every 2nd year    | New review                           | N/A                                      | 10      |           | 10      |
| Strategy and support team        | Review current status and controls   | Head of Service request  | Every 2nd year    | New review                           | N/A                                      | 10      |           | 10      |
| TOTAL DAYS FOR ECON              | NOMIC AND COMMUNITY  | REGENERATION   |                   |                                      |  | 45      | 30        | 35      |

| Area for review                          | Nature of the work    | Reason for inclusion   | Frequency         | Last a           | udited    | Progr   | ammed cov | verage  |
|--|-----------------------|--|-------------------|------------------|-----------|---------|-----------|---------|
|  |                       |  | of audit          | Date             | RAG       | 2015/16 | 2016/17   | 2017/18 |
| HEAD OF ENVIRONMENT                      | Γ AND TECHNICAL SERVI | CES  |                   |                  |           |         |           |         |
| Building design and maintenance services | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 2nd year    | Prior to 2012/13 | Not known | 10      |           | 10      |
| Car park services                        | Review of controls    | Needs review from time to time   | Every 3rd<br>year | 2013/14          | Green     |         | 10        |         |
| Engineering and design services          | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 3rd<br>year | Prior to 2012/13 | Not known |         | 10        |         |
| Estate and property management           | Review of controls    | CR YM2 "Unable to achieve the expected value of surplus land and buildings to invest in capital programme"  Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known | 15      |           | 15      |
| Fleet management                         | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 2nd year    | Prior to 2012/13 | Not known | 10      |           | 10      |
| Flood control                            | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 3rd<br>year | Prior to 2012/13 | Not known |         | 10        |         |
| Highways and civil engineering           | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 2nd<br>year | Prior to 2012/13 | Not known |         | 10        |         |
| Right to buy                             | Review of controls    | Service area has not been subjected to audit review for a significant time   | Every 3rd<br>year | Prior to 2012/13 | Not known |         |           | 10      |

| Area for review                                   | Nature of the work | Reason for inclusion         | Frequency         | Last au | ıdited | Progr   | ammed cov | verage  |
|---|--------------------|------------------------------|-------------------|---------|--------|---------|-----------|---------|
|   |                    |                              | of audit          | Date    | RAG    | 2015/16 | 2016/17   | 2017/18 |
|   |                    |                              |                   |         |        |         |           |         |
| Waste management                                  | Review of controls | Significant area of activity | Every 3rd<br>year | 2013/14 | Green  |         | 15        |         |
| TOTAL DAYS FOR ENVIRONMENT AND TECHNICAL SERVICES |                    |                              |                   |         |        | 35      | 55        | 45      |

#### **CORPORATE DIRECTOR - COMMUNITY**

| HEAD OF HOUSING   |   |   |                        |                                   |            |    |    |    |
|---|---|---|------------------------|-----------------------------------|------------|----|----|----|
| BMU stock check   | Sample check of stock checking  | Work already completed  | Not required in future | 2014/15                           | N/A        | 6  |    |    |
| Business unit and HRA governance  | Policies and procedures for addressing these areas  | New initiative  | Every 2nd<br>year      | New review                        | N/A        | 10 |    | 10 |
| Homelessness prevention, allocations, housing options and accommodation support | Policies and procedures for addressing these areas  | Annual delivery document 2014/15  | Every 2nd<br>year      | 2014/15 -<br>homelessness<br>only | Red/ Amber | 10 |    | 10 |
| Housing rents - high level controls   | High level controls when full audit not conducted during the year                           | External auditor assurance  | Every 2nd<br>year      | 2014/15                           | N/A        | 5  |    | 5  |
| Housing rents and associated charges  | Raising rents and charges, recovery thereof, managing voids and appropriate reconciliations | Key financial system External auditor assurance Rechargeable works - Head of Service request                | Every 2nd year         | 2014/15                           | Green      |    | 20 |    |
| Housing strategy, affordable housing and empty homes                            | Policies and procedures for addressing these areas  | Corporate business plan<br>Service area has not been subjected<br>to audit review for a significant<br>time | Every 2nd<br>year      | Prior to 2012/13                  | Not known  | 10 |    | 10 |

| Area for review             | Nature of the work                                 | Reason for inclusion   | Frequency         | Last au          | adited    | Progr   | ammed cov | verage  |
|-----------------------------|--|--|-------------------|------------------|-----------|---------|-----------|---------|
|                             |  |  | of audit          | Date             | RAG       | 2015/16 | 2016/17   | 2017/18 |
|                             |  |  |                   |                  |           |         |           |         |
| Repairs and maintenance     | Policies and procedures for addressing these areas | Service area has not been subjected to audit review for a significant time | Every 2nd<br>year | Prior to 2012/13 | Not known |         | 15        |         |
| Supporting people programme | Policies and procedures for addressing these areas | Service area has not been subjected to audit review for a significant time | Every 3rd<br>year | Prior to 2012/13 | Not known |         | 10        |         |
| TOTAL DAYS FOR HOUSING      |  |  |                   |                  |           | 41      | 45        | 35      |

| Area for review   | Nature of the work  | Reason for inclusion   | Frequency         | Last au      | dited | Progr   | verage  |         |
|---|---|--|-------------------|--------------|-------|---------|---------|---------|
|   |   |  | of audit          | Date         | RAG   | 2015/16 | 2016/17 | 2017/18 |
| HEAD OF ADULT SERVIC  | ES  | 1  |                   |              |       |         |         |         |
| Deprivation of liberty                                      | Safeguards and authorisation arrangements                     | Annual Director's report 2013 - 15                             | Every 2nd<br>year | New approach | N/A   |         | 10      |         |
| Extra care housing schemes                                  | Review current status and controls                            | Monitoring Officer request<br>Annual delivery document 2014/15 | Every 2nd<br>year | New approach | N/A   | 15      |         | 12      |
| Joint service delivery and management with the Health Board | Review current status and controls Governance and performance | Annual delivery document 2014/15                               | Every 2nd<br>year | New approach | N/A   |         | 15      |         |
| Learning disabilities                                       | Review current status and controls                            | Annual delivery document 2014/15                               | Every 2nd year    | New approach | N/A   |         | 15      |         |
| Mental health needs   | Review current status and controls                            | Annual delivery document 2014/15                               | Every 2nd year    | New approach | N/A   |         | 15      |         |
| Physical and sensory impairment                             | Review current status and controls                            | Annual Director's report 2013 - 15                             | Every 2nd year    | New approach | N/A   |         | 15      |         |
| Provider unit   | Review current status and controls                            | Annual delivery document 2014/15                               | Every 2nd year    | New approach | N/A   | 20      |         | 17      |
| Services for the elderly                                    | Review current status and controls                            | Annual delivery document 2014/15                               | Every 2nd year    | New approach | N/A   | 20      |         | 17      |
| TOTAL DAYS FOR ADULT  | SERVICES  |  |                   |              |       | 55      | 70      | 46      |

| Area for review  | Nature of the work   | Reason for inclusion             | Frequency      | Last au      | dited | Progra  | ammed cov | verage  |
|--|--|----------------------------------|----------------|--------------|-------|---------|-----------|---------|
|  |  |                                  | of audit       | Date         | RAG   | 2015/16 | 2016/17   | 2017/18 |
|  |  | _                                |                |              |       |         |           |         |
| HEAD OF CHILDREN'S SE                                  | RVICES   |                                  |                |              |       |         |           |         |
| Service manager - fieldwork                            | Specific areas for review to be identified at the time of scoping the work | Discussions with Head of Service | Every 2nd year | New approach | N/A   | 20      |           | 20      |
| Service manager - corporate parenting and partnerships | Specific areas for review to be identified at the time of scoping the work | Discussions with Head of Service | Every 2nd year | New approach | N/A   |         | 20        |         |
| Service manager - integrated services                  | Specific areas for review to be identified at the time of scoping the work | Discussions with Head of Service | Every 2nd year | New approach | N/A   |         | 20        |         |
| TOTAL DAYS FOR CHILDREN'S SERVICES                     |  |                                  |                |              |       | 20      | 40        | 20      |

| Area for review | Nature of the work | Reason for inclusion | Frequency | Last au | ıdited | Progr   | ammed cov | verage  |
|-----------------|--------------------|----------------------|-----------|---------|--------|---------|-----------|---------|
|                 |                    |                      | of audit  | Date    | RAG    | 2015/16 | 2016/17   | 2017/18 |

#### **CORPORATE DIRECTOR - LIFELONG LEARNING**

| HEAD OF LEARNING  |  |  |  |                  |           |     |     |     |
|---|--|--|--|------------------|-----------|-----|-----|-----|
| Administration of family grant and flying start           | Review current status and controls                           | Head of Service request  | Every 2nd year                         | New review       | N/A       | 10  |     | 10  |
| Library and cultural heritage management                  | controls   | Annual delivery document 2014/15<br>CR YM14 "The Council does not<br>successfully transform the culture<br>and heritage provision" | Every 3rd<br>year                      | Prior to 2012/13 | Not known |     | 10  |     |
| Primary schools - budget >£1m - 4 schools                 | Establishment review   | To establish whether internal controls are sufficient  | 2 yr cycle 2<br>schools per<br>annum   | N/A              | Various   | 20  | 20  | 20  |
| Primary schools - budget >£0.5m < £1m - 14 schools        | Establishment review   | To establish whether internal controls are sufficient  | 3 yr cycle<br>4/5 schools<br>per annum | N/A              | Various   | 40  | 50  | 50  |
| Secondary schools and special school - 6 schools          | Establishment review   | To establish whether internal controls are sufficient  | 2 yr cycle 3<br>schools per<br>annum   | N/A              | Various   | 30  | 30  | 30  |
| Remaining primary schools - 39 schools - thematic reviews | on a cyclical basis to be carried out at a sample of schools | To establish whether internal controls are sufficient for the theme reviewed and to disseminate results to all relevant schools    | Every year                             | N/A              | N/A       | 10  | 10  | 10  |
| TOTAL DAYS FOR LEARNING                                   |  |  |  |                  |           | 110 | 120 | 120 |

TOTAL CHARGEABLE PROGRAMMED DAYS

| 622 659 598 |
|-------------|
|-------------|

| Area for review | Nature of the work | Reason for inclusion | Frequency | Last au | ıdited | Progr   | ammed cov | verage  |
|-----------------|--------------------|----------------------|-----------|---------|--------|---------|-----------|---------|
|                 |                    |                      | of audit  | Date    | RAG    | 2015/16 | 2016/17   | 2017/18 |

| CHARGEABLE NON PROG   | GRAMMED DAYS  |  |  |     |     |     |
|---|---|--|--|-----|-----|-----|
| Counter fraud work  |   |  |  | 205 | 205 | 205 |
| Closure of previous year's work   | Slippage in delivery  |  |  | 15  | 20  | 20  |
| Grant certification   | Review of grants receivable<br>where external assurance is not<br>provided or where concerns<br>exist regarding the operation of<br>internal controls |  |  | 7   | 7   | 7   |
| Implementation of agreed recommendations                                  | Monitoring progress of implementation and reporting to Audit and Governance Committee   |  |  | 8   | 10  | 10  |
| Liaison with SLT, Directors,<br>Heads of Function and Heads<br>of Service | Providing advice and support as appropriate   |  |  | 17  | 19  | 19  |
| National Fraud Initiative   | Preparation for and submission of data, etc.  |  |  | 3   |     | 3   |
| Contingency - approx. 10% of available days                               | Provision for additional work not foreseen at the time of planning  |  |  | 85  | 85  | 85  |
| TOTAL CHARGEABLE NO   | N PROGRAMMED DAYS   |  |  | 340 | 346 | 349 |

| Area for review                   | Nature of the work  | Reason for inclusion | Frequency | Last a | udited | Progra  | ammed cov | verage  |
|-----------------------------------|---|----------------------|-----------|--------|--------|---------|-----------|---------|
|                                   |   |                      | of audit  | Date   | RAG    | 2015/16 | 2016/17   | 2017/18 |
|                                   |   | ASSESSMENT OF F      | RESOURCES |        |        |         |           |         |
| TOTAL CHARGEABLE DA               | YS PER THE PLAN   |                      |           |        |        | 962     | 1005      | 947     |
| NON CHARGEABLE DAYS               |   |                      |           |        |        | _       |           |         |
| Annual leave                      |   |                      |           |        |        | 106     | 106       | 106     |
| Audit and Governance<br>Committee | Supporting the work of the Committee, preparing reports and attendance as appropriate |                      |           |        |        | 15      | 15        | 15      |
| Audit Plan preparation            | Rolling forward the plan taking into account developments within the Council          |                      |           |        |        | 9       | 9         | 9       |
| General administration            |   |                      |           |        |        | 45      | 45        | 45      |
| Liaison with external audit       |   |                      |           |        |        | 6       | 6         | 6       |
| Monitoring and quality control    |   |                      |           |        |        | 40      | 40        | 40      |
| Sick leave                        |   |                      |           |        |        | 45      | 25        | 25      |
| Special leave                     |   |                      |           |        |        | 4       | 4         | 4       |
| Statutory leave                   |   |                      |           |        |        | 48      | 48        | 48      |
| Training for staff                |   |                      |           |        |        | 8       | 8         | 8       |
| raining for members               |   |                      |           |        |        | 2       | 2         | 2       |
| OTAL NON CHARGEABL                | LE DAYS   |                      |           |        |        | 328     | 308       | 308     |

| RESOURCES | REQUIRED         |
|-----------|------------------|
| RESOURCES | <b>AVAILABLE</b> |

| 1290 | 1313 | 1255 |
|------|------|------|
| 1150 | 1150 | 1150 |

| of oudit Date DAC 2015/16 2016/17 20 | Г | Area for review | Nature of the work | Reason for inclusion | Frequency | Last au | ıdited | Progr   | ammed cov | verage  |
|--------------------------------------|---|-----------------|--------------------|----------------------|-----------|---------|--------|---------|-----------|---------|
|                                      | L |                 |                    |                      | of audit  | Date    | RAG    | 2015/16 | 2016/17   | 2017/18 |

SHORTFALL

| -140        | -163 | -105 |
|-------------|------|------|
| <b>4</b> 10 | 100  | 100  |