

Internal Audit & Counter Fraud Shared Service  
Medway Council & Gravesham Borough Council

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# Internal Audit Plan 2022-23 (Q3 – Q4)

Medway Council

# I. Introduction

The Internal Audit & Counter Fraud Shared Service was established on 1 March 2016 to provide internal audit, counter fraud and investigation services to Medway Council and Gravesham Borough Council.

Section 151 of the Local Government Act 1972 and Regulation Six of the Accounts & Audit Regulations 2015 set out the requirement for Local Authorities to have an Internal Audit function. The Public Sector Internal Audit Standards (the Standards) define Internal Audit as an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. The Standards require that: the chief audit executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organisation's goals.

The Internal Audit Plan is supported by the Charter which sets out the team's purpose, authority and responsibilities, and the team's Strategy which sets out the key objectives for the development of the team.

# II. Preparation of the Internal Audit Plan (Q3-Q4)

The plan is prepared in line with the requirements of the Standards and is based on a risk assessment to ensure resources are directed to the highest areas of risk. The assessment undertaken in January 2022, which was used to inform the plan for Q1-Q2 included;

- Review of the council's priorities as set out in the Council Plan 2021-2022,
- Review of the council's key risks as set out in the Corporate Risk Register,
- Review of the council's financial plans and budgets,
- Review of service plans and service risk registers,
- Horizon scanning to identify local and national issues and risks,
- The results of previous internal audit work (including follow up work) and other sources of assurance to the council,
- Identification and risk assessment of those activities key to the delivery of the council's priorities and the management of its identified risks, and,
- Consultation with senior management to validate this assessment of the council's risks.

The risk assessment has been updated to take into account any known changes to risks within specific council services as well as sector knowledge of wider control risk areas. These updates are aimed to help ensure that our resources are directed to the areas where they are considered to be of most effective use to the council in helping to ensure the achievement of its objectives, the improvement of internal control and the efficiency of service delivery.

# III. Resourcing

The Internal Audit Plan will be delivered using the in-house resources within the Shared Service, a total of 8.43FTE comprising of 0.65FTE Head of Internal Audit & Counter Fraud, 1FTE Internal Audit Manager, 1FTE Senior Internal Auditor, 5.78FTE Internal Auditors (1.22FTE Currently vacant). All available chargeable days for these staff are allocated on the plan; resources spent on strategic leadership and management provided by the Head of Internal Audit & Counter Fraud and the Internal Audit Manager are not allocated on the plan.

When preparing the plan for Q1-Q2, the total chargeable Internal Audit resource forecast to be available for 2022-23 for Medway was 780 days. However, the resignation of an internal auditor and two unsuccessful attempts to recruit a replacement has impacted on the available resource. Updated

forecasts suggest a loss of approximately 77 days of internal audit resource, based on an Apprentice Internal Auditor being in post from 01 October 2022. However, there has been further impact caused by a significant underestimate in the amount of time required for work over running from 2021-22.

The plan for Q3-Q4 takes into account the projected changes to available resource and other impacts during Q1-Q2, while still ensuring a sufficient level of planned assurance work takes place to provide assurance over enough of the council's activities for the Head of Internal Audit & Counter Fraud to deliver an opinion on the effectiveness of the overall control environment of the council.

## IV. 2022-23 Internal Audit Plan (Q3-Q4)

The Plan is intended to provide a clear picture of how the council will use the Internal Audit team within the shared service; including assurance work focusing on the council's corporate risks, with links to the corporate risk register noted in the plan, and consultancy services as defined in the Internal Audit Charter.

The plan reflects all work to be carried out by the Internal Audit Team for Medway during the second six months of the financial year and focuses on the highest areas of risk first to ensure these areas are addressed, while also ensuring adequate coverage across council service areas.

In planning the number of reviews that can be undertaken with the available resource, each review has been assigned an indicative budget of 15 days, but the final resource budget for each individual review will be agreed when setting the Terms of Reference to ensure there is adequate time available to complete necessary work. The total number of indicative days allocated to each area of work for the period of the plan are included in the summary on page 6.

## Corporate Risks Assurance Work

Ref	Division	Activity	Scope of work	Links to Corporate Risk Register
22	Finance & Business Improvement	IT Security & Access Controls	Review of arrangements to manage user access to the council's IT network.	SR37
23	Culture & Communities	HRA Development Projects	Review of arrangements to manage, monitor and report on the delivery of HRA Development Projects	SR17
24	Culture & Communities	HMO Licensing	Review of arrangements to licence Houses of Multiple Occupation, including renewals.	SR35
25	Legal & Governance	Legal Case Management	Review of arrangements to monitor the case management process for legal works.	SR09A, SR09B
26	Education	SEND education	Review of arrangements to procure SEND school provisions & placements	SR39
27	Public Health	Flexicare (Extra Care)	Review of arrangements to award contracts to care providers under the Flexicare scheme, contract monitoring and use of provision for financial reporting.	SR09A
28	Childrens Social Care	Fostering - Assessments & Reviews	Review of arrangements to assess and review Foster Care placements.	SR09B
29	Finance & Business Improvement	Petty Cash	A review of arrangements to manage petty cash reimbursements	SR03B
30	Front Line Services	Climate Change Action Plan	A review of the arrangements to monitor and report on progress against the Climate Change Action Plan.	SR47

31	Front Line Services	Highways - Maintenance & Repair	Review of arrangements in place to manage the council's contract with Veolia for Highways Maintenance and Repair	SR03B
32	Front Line Services	Car Parking - Smart Parking	Review of arrangements to implement and manage Smart Parking across council owned car parks	SR49
33	Finance & Business Improvement	Corporate Debt Recovery	Review of arrangements to manage the recovery of corporate debt.	SR03B
34	Childrens Social Care	Children in need & child protection service	Review of arrangements to manage reports/referrals of concerns about child safety	SR09B
35	Culture & Communities	STG Building Control	A review of the key financial, operational and governance arrangements in place. (Partner Authorities conduct annual review on cycle, Medway responsibility for 2022-23)	
36	Education	Attendance Advisory Service to Schools & Academies	Review of arrangements to monitor and manage persistent school absence.	
37	Education	Remote Sites Financial Management - Including Schools	Allowance to carry out schools' audit work including site reviews and/or thematic review to be based on an assessment of risk (Three schools).	

## Other Assurance Activity

Ref	Division	Activity	Scope of work
	Council Wide	Grant Validations	Allowance to conduct independent checks of grant expenditure as per award conditions.
	Childrens	Supporting Families Assessment Validation	Allowance for validation of assessments for MHCLG Troubled Families claims.
	Council Wide	Responsive Assurance Work	Allowance to conduct responsive assurance work unknown at the time of planning.

## Follow Up Work

Ref	Division	Activity	Scope of work
	Council Wide	Follow-up of Agreed Actions	Allowance to monitor and report on the implementation of agreed actions.

## Consultancy Work

Ref	Division	Activity	Scope of work
	Council Wide	Attendance at Corporate Working Groups	Allowance for attendance at Corporate Working Groups
	Council Wide	Responsive Consultancy Work	Allowance to conduct responsive consultancy work unknown at the time of planning, as directed by senior management and including the provision of advice & information.

## Summary

Ref	Activity	Resource Days	Timescale
	Corporate Risks Assurance Work	285	Q3-Q4
	Other Assurance Activity	23	Q3-Q4
	Follow-up Work	10	Q3-Q4
	Consultancy Work	5	Q3-Q4

## V. Monitoring & review

Arrangements to monitor progress against the Plan are built into the working processes of the team and will be reported to senior management and the Audit Committee through the agreed Performance Indicator suite within the Quality Assurance & Improvement Programme.

The service will remain responsive to the needs of the council and will keep the planned work and priorities under review so that new emerging risks arising during the year can be included in the plan in the place of lower priority work. To do this, the Plan will be reviewed and presented to senior management and the Audit Committee through the quarterly update reports to ensure any amendments to the plan are properly approved.