

AUDIT COMMITTEE

25 SEPTEMBER 2013

INTERNAL AUDIT WORK PROGRAMME

Report from: Internal Audit

Author: Alison Russell, Audit Services Manager

Summary

To advise Members of progress in delivering the approved 2012/13 and 2013/14 work programme, and probity and follow up work undertaken since the last Audit Committee Meeting.

1. Budget and Policy Framework

1.1 It is within the remit of the Audit Committee to take decisions regarding accounts and audit issues.

2. Background – 2013/14 Programme

2.1 Members approved the internal audit 2013/14 work programme on 21 March 2013 for year ending 31 March 2014. The programme is derived using a risk based approach to ensure that the assurance provided by Internal Audit through this work is of added value to the council.

2.2 Audit work on the key financial systems, and the specific reviews of corporate governance and risk management, are considered key activities and are given priority when resources are allocated. The aim is that all of the key assurance audits will be completed prior to the approval of the annual governance statement.

2.3 Progress to date on the 2013/14 plan is set out at **Annex A**. Progress on follow-ups is recorded in **Annex C**, and progress on the probity reviews is recorded in **Annex D**.

2.4 The Audit Programme is reviewed in year to reflect any changes of priority in year. Any proposed changes are presented to the Audit Committee for approval.

3. Progress on prior year audit plans

3.1 Outstanding audits from prior year audit plans are reported in **Annex B**.

4. Risk Management, Financial and Legal implications

4.1 There are no risk management, financial or legal implications arising directly from this report.

5. Recommendations

5.1 Members are asked to note the progress in completing the 2012/13 and 2013/14 audit programmes.

Lead officer contact

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Background papers

Internal Audit Work Programme 2012/13, 29 March 2012

Internal Audit Work Programme 2013/14, 21 March 2013

ANNEX A

Audit Plan 2013/14					
Activity ↓	Authority Wide	Children and Adults	Regeneration Community and Culture	Health	Business Support
Key Financial Systems					
Council Tax					Q4
Local Business Rates (1) (Review of introduction)					DR
Local Business Rates (2)					Q4
Housing Benefit					Q4
Housing Rents					Q4
Other Financial Systems					
Procurement	Q3				
Social Care Payments		Q3			Q3
Payroll					F
PCIS Compliance					Q3
Local Income Management	Q4				Q4
<i>Visitor Information Centre</i>			AC 07/13		
<i>The Villager (minibus hire)</i>			AC 09/13		
<i>Trading Standards</i>			AC 09/13		
<i>Duke of Edinburgh Awards</i>		AC 09/13			
<i>Handitills</i>	F				F
<i>Lifeline</i>					F
<i>Upnor Castle</i>			DR		
School Financial Management		Q4			Q4
Risk Assessed Audits (CHECK)					
Local Welfare Provision		P			
Better for Less	Q3				
Health Commissioning				Q3	
Foster Care (DBS and DP)		F			
Capital Projects	Q3				
Innovation Centre Medway	AC09/13				
Grant Payments	Q2				
<i>Rural Liaison Grant</i>					AC 09/13
<i>Adaptations</i>		F			
<i>Success</i>			F		
Data Quality	P				

Audit Plan 2013/14					
Activity ↓	Authority Wide	Children and Adults	Regeneration Community and Culture	Health	Business Support
Asset Management - Divestments	F				
DBS – central processes	F				
NORSE	P				
Governance Audits					
Risk Management	Q4				
Corporate Governance	Q4				
National Fraud Initiative					AC 09/13

Annex B

Internal Audit Programme 2012/13					
Activity ↓	Authority Wide	Children and Adults	Regeneration Community and Culture	Health	Business Support
Procurement (Category Management approach)	F				
Partnerships	P				
Maintenance Contracts	F				
Carbon Reduction					AC 09/13

KEY

AC = month & year reported to Audit Committee

DR = draft report issued

F = fieldwork in progress

P = audit in planning stage

Bold = audits are reported to this Audit Committee

Annex C

Follow Ups Undertaken	
Follow Ups Undertaken 2013/14	Date to Audit Committee
Debtors Income	AC 09/13

Follow Ups Pending	
Follow Up	Status
Schools Local Bank Accounts	Full follow up not due
IWorld System - Access Controls	Full follow up not due
Waste Management Contract	Full follow up not due
HR Data Security	In progress

Annex D

Probity Reviews 2013/14	
Review	Status
St Margaret's Infant	AC 09/13
Parkwood Infant	AC 09/13
Bligh Federation	DR
Hilltop Primary	AC 09/13
Balfour Junior	F
St Nicholas Infant	AC 09/13
Warren Wood Primary	P