**AUDIT and GOVERNANCE COMMITTEE – 25 APRIL 2018
Internal Audit Strategy and Internal Audit Plan for 2018/19**

Report by the Director of Finance

Introduction

1. This report presents the Internal Audit Strategy and Internal Audit Plan for 2018/19. A separate plan for Counter-Fraud activity will be presented to the July 2018 Committee.

Background

2. The Accounts and Audit Regulations 2015 state that the Council needs to maintain an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with the proper internal audit practices; these are defined as the Public Sector Internal Auditing Standards 2013, updated March 2017.

3. The Public Sector Internal Auditing Standards defines "Internal auditing is an independent, objective assurance and consulting 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."

4. The Chief Internal Auditor is required to provide an annual report on the System of Internal Control which is used to inform the Council's Annual Governance Statement. In providing this opinion we are required to review annually the financial management, risk management and governance processes operating within the Council. This includes reviewing internal control systems for key processes on a risk basis.

5. The Internal Audit Annual Plan has been drafted however will evolve and needs to be dynamic and subject to amendments / responsive to organisational change and resulting emerging risks during the year.

Audit Planning Methodology

6. Our Internal Audit Plan has been developed to consider the corporate vision and priorities of Oxfordshire County Council, the County Leadership Team (CLT) priorities and management's assessment of risk as set out in the corporate and directorate risk registers. The audit plan now includes cross referencing to those priorities and risks.

7. We also use our own risk assessment against each activity assessing their significance, sensitivity and materiality – ranking each activity as high, medium or low priority for inclusion within the Internal Audit Plan.

8. Audit planning is undertaken in accordance with Oxfordshire County Council's Internal Audit Charter.

9. As part of the annual planning process the Chief Internal Auditor meets with each of the Strategic Directors, Directors, Deputy Directors, Finance Business Partners and the Director of Finance. This provides crucial insight and intelligence into the strategic and operational priorities of the organisation. Quarterly meetings with each of the Directorate Leadership Teams are attended to ensure the plan is kept under continuous review. The plan will also be reviewed quarterly with reference to the risk registers, and presented to the Audit and Governance Committee for consideration and comment. This ongoing review and insight enables the audit plan to be flexible to meet any changing assurance needs and risks of the organisation.

10. The Audit and Governance Committee will continue throughout 2018/19 to gain assurance through reports from Senior Management on key areas such as Fit for the Future (transformation programme).

11. Our aim is to align our work with other assurance providers, including the External Auditors, Health Auditors and the Southern Internal Audit Partnership. The Southern Internal Audit Partnership provides annual assurance to Oxfordshire County Council on the adequacy and effectiveness of the framework of governance, risk management and control from the work carried out by the IBC. Individual audit reports on the IBC key financial systems are shared with the Chief Internal Auditor, Director of Finance and Assistant Chief Finance Officer (Assurance). An overall statement of assurance report is produced and presented to the Audit and Governance Committee each year.

12. The Chief Internal Auditor is a member of the Corporate Governance Assurance Group, which supports the monitoring and development of the assurance framework and production of the Annual Governance Statement.

This includes review of the key governance areas through the Corporate Leads.

13. The Chief Internal Auditor continues to attend the Counties Chief Auditor Network (National Group) and also the Midland Counties and Districts Chief Internal Auditors Group to enable networking and to share good practice. This contributes to the internal audit planning activity.

14. The Audit and Governance Committee will receive a quarterly report, including a status update on the approved work plans, and a summary of the outcomes of completed audits.

Counter-Fraud

15. Internal Audit currently have the responsibility for Counter-Fraud. The future model for delivery of both the pro-active fraud plan and management of reactive work / investigations is currently being developed. We are looking to continue to work in collaboration with the Oxford City Investigation Team who deliver our reactive work. However, it is acknowledged that we need to further build and strengthen our pro-active fraud activity.

16. Additional funding has been identified which firstly provides an opportunity to develop a new fraud response model and secondly review the structure and responsibilities within the current Internal Audit Team. (these are outlined below under Internal Audit Resourcing). The fraud risk assessment is being developed and it is proposed that an update on the plans for delivery of Counter-Fraud, along with a Counter-Fraud plan for 2018/19 will be presented to the July 2018 Committee.

Internal Audit Resourcing

17. The Internal Audit Team for 2018/19 comprises of the following resources:

Gross days	=	1582
Less Overheads & Non-Chargeable Days	=	342
Chargeable days available	=	1240

18. There is a reduction of available chargeable days from 2017/18 (1440) to 2017/18 of 200 days. This is because 200 days were included within the 2017/18 resource plan for the Oxford City Council Investigation Team resource. These are not included within the gross and chargeable days figures for 2018/19. This has not impacted on the available chargeable days for audit assignments, this remains at 925 days.

2018/19	FTE	Gross days available (before overheads and non-chargeable days)	Chargeable days available	Chargeable days - audit assignment	Chargeable days – non-assignment	Chargeable days – Counter-Fraud
Chief Internal Auditor	0.7	182	140	60	60	20
Principal Auditor	0.8	208	160	150	10	0
Principal Auditor	0.8	208	160	90	10	60***
Senior Auditor *	1	260	200	150	5	45
Auditor	1	260	200	190	10	0
Auditor	1	260	200	190	10	0
Team Administrator	0.8 (50%)	104	80	0	80	0
I.T. Auditor	0.5	100	100	95	5	0
Total	**6.2 FTE**	**1582**	**1240**	**925**	**190**	**125****

* There is a development opportunity for the Senior Auditor to commence a six-month secondment with the Policy Team, from the beginning of May. It is planned that the chargeable audit days lost from this secondment will be covered with the use of brought in temporary resource, including an increase of the IT auditors purchased days to cover some general audit work.

** The total of 125 chargeable days for counter-fraud, includes only the resource from the in-house team. As reported above a new model for delivery is being developed which includes additional funding. The detail of this will be reported to the July Committee.

*** The development of a new model for counter-fraud will enable a review of the current responsibilities within Internal Audit. It is envisaged that the roles of both Principal Auditors will be reviewed, with the aim of providing development opportunities and providing some further capacity for the Chief Internal Auditor. Whilst this review has not yet been completed, counter fraud days have been included for one of the Principal Auditors to reflect management of pro-active fraud work going forward and potential involvement with the development of the use of continuous monitoring within the organisation in areas of risk of fraud / error and improved used of data analytics within Internal Audit.

Overheads:
This time is for bank holidays, annual leave, special leave, training, contingency for sick absence, and recruitment.

Non-Chargeable Days:
The non-chargeable days are for non-audit related activity, including administration time, staff appraisals, 1:1's and departmental work.

Chargeable days – non-audit assignment:
These are days not attributed to planned audit activity, such as the Chief Internal Auditors management days, admin support for actual audit work, preparation of the audit plan, operational planning, reports for the AWG and Audit Committee, attendance at Directorate Leadership Teams meetings and corporate assurance groups, External Audit liaison and follow up on implementation of agreed management actions.

19. The 925 chargeable days available for audit assignments will be split as following across the directorates

Directorate	Chargeable days available for audit assignments
People (Adults, Children and Public Health)	395
Communities	160
Communities / Resources	60
Resources	185
Corporate / Cross Cutting - Governance	100
Grant Certification	25
TOTAL	**925**

20. Oxfordshire County Council Internal Audit operates in conformance with the Public Sector Internal Audit Standards. We promote excellence and quality through our audit process, application of our Quality Assurance Improvement Programme and training and development. During 2018/19 we will be supporting 3 members of staff to undertake the Chartered Internal Audit qualification. We use a number of ways to monitor our performance, respond to feedback and seek opportunities to improve. Evidence of the quality of our audits is gained through feedback from auditees and the results of supervision and quality assurance undertaken as part of our audit process.

21. The proposed performance indicators for 2018/19 are attached as appendix 1 to this report.

2018/19 Internal Audit Plan

22. Appendix 2 sets out the annual Internal Audit plan for 2018/19.

23. The key focus of audit activity during the year includes

- Financial Management
- Contract Management
- Directorate Strategic Risks
- Implementation of the new Children's IT system
- Oxfordshire Housing & Growth Deal / Capital programme management
- Governance

RECOMMENDATION

24. **The committee is RECOMMENDED to comment and note the Internal Audit Strategy for 2018/19 and 2018/19 Internal Audit Plan.**

LORNA BAXTER
Director of Finance

Background papers: None.
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APPENDIX 1   PERFORMANCE INDICATORS 2018/19

	Performance Measure	Target	Frequency of reporting	Method
1	Elapsed time between start of the audit (opening meeting) and the Exit Meeting	Target date agreed for each assignment by the CIA, no more than three times the total audit assignment days	Quarterly report to A&G Committee.	Internal Audit Performance Monitoring System
2	Elapsed time for completion of the audit work (exit meeting) to issue of draft report	15 Days	Quarterly report to A&G Committee.	Internal Audit Performance Monitoring System
3	Elapsed time between issue of draft report and the issue of the final report	15 Days	Quarterly report to A&G Committee.	Internal Audit Performance Monitoring System
4	% of Internal Audit planned activity delivered	100% of the audit plan by end of April 2019.	Report to A&G Committee.	Internal Audit Performance Monitoring System
5	% of agreed management actions implemented within the agreed timescales	90% of agreed management actions implemented	Quarterly Report to AWG	Action Management Tracking System
6	Customer satisfaction questionnaire (Audit Assignments)	Average score < 2	Report to A&G Committee	Questionnaire
7	Directors satisfaction with internal audit work	Satisfactory or above	Annually - review of the effectiveness of IA - Monitoring Officer report to A&G Committee	Questionnaire

APPENDIX 2: 2018/19 INTERNAL AUDIT PLAN

Audit	Scope	Audit Needs Assessment – Priority	Link to Corporate Vision / priorities & Strategic Directorate Risk Registers	Planned Qtr start
People				
People: Financial Management	The audit will be undertaken across each directorate to provide a strategic view on the robustness of financial management, with a focus on • strategic financial planning and prioritisation, • monitoring and control of income and expenditure, • monitoring and delivery of savings plans • decisions on transforming service delivery are supported by robust financial analysis • financial management mindset, ensuring decisions throughout the organisation are taken considering the financial effects and value for money	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Risk Register:* Risk 10 Council Transformation and Cultural Change *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	Q1/Q2
People: Contract Management - Supplier Resilience	The audit will provide assurance on the processes in place across the people directorate to manage supplier resilience and risk,	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Risk Register:* 7 Supply	Q2

			Chain Resilience, Risk 1 Workforce for the future.	
Adults: Payments to Providers (Home Support and Residential)	The audit will provide assurance over the accuracy and integrity of the payments processes in place for payments to residential and home support providers. It will include testing from the initial processes within LAS through to payments and then reporting of those payments through the budget monitoring processes.	H	*Corporate Plan:* Continuously improve our services and provide value for money. Enable older and disabled people to live independently and care for those in greatest need. *CLT Risk Register:* 9 Safeguarding, Risk 6 Relationship with NHS *Adults Risk Register:* JC17 Inappropriate payments (LAS/ContrOCC)	Q1
Adults: Waiting List	The audit will provide assurance over the processes in place for the management of the waiting list including trigger points for escalation where circumstances with service users change.	M	*Corporate Plan:* Continuously improve our services and provide value for money. Enable older and disabled people to live independently and care for those in greatest need. *CLT Risk Register:* 8 Demand Management & Risk 9 Safeguarding *Adults Risk Register:* JC1 Demand, JC18 Wait Data	Q1/Q2
Adults: Client Charging (including ASC debt)	The audit provides assurance over the accuracy, integrity and timeliness of client charging. The scope of the audit will also include the processes in place for the management of Adult Social Care	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with	Q3

	debt. The audit will review whether the new contributions policy has been fully implemented and is applied consistently to all applicable service users.		communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	
Adults – Contract Management – Reablement	The HART (Home Assessment Reablement Team) service began in October 2016 to deliver a single service supporting discharges from hospital through a reablement and discharge to assess model. It is delivered by Oxford University Hospitals NHS Trust. The audit will provide assurance over the governance and contract management of this arrangement.	M	*Corporate Plan:* Continuously improve our services and provide value for money. Enable older and disabled people to live independently and care for those in greatest need. *CLT Risk Register:* 6 Relationship with NHS, Risk 8 Demand Management & Risk 9 Safeguarding *Adults Risk Register:* OP2 Failure of Early Intervention Services	Q1/Q2
Adults – Implementation of pre-paid cards for direct payments	The audit will provide assurance on the implementation and usage of pre-paid cards within Adults. Service users will be able to use the new cards to pay for goods and services to meet their needs as set out within their support plan.	M	*Corporate Plan:* Continuously improve our services and provide value for money. Enable older and disabled people to live independently and care for those in greatest need. *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	Q3
Children – Implementation of IT system	Children's Services will be moving to Liquid Logic Children's System (LCS) in October 2018.	H	*Corporate Plan:* Continuously improve our services and provide value for money. Give every child a good start in	Q2

	LCS will replace Frameworki and will incorporate an Early Help Module (EHM) to better serve the preventative work being undertaken in the Children and Family Centres across the county. The ContrOCC finance system will be integrated into LCS to facilitate financial transactions across the service. Following on from the audit completed in February 2018 a further pre-implementation review will be undertaken in the Summer focussing on key areas of the system design and implementation.		life and protect everyone from abuse and neglect. *CLT Risk Register:* 9 Safeguarding *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	
Children: Training and development	The audit will focus on the robustness of the processes for the training and development of newly qualified social workers, ASYE (assessed and supported year in employment). The audit will also consider the virtual training academy and monitoring of the completion of mandatory and refresher training for all staff.	M	*Corporate Plan:* Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from abuse and neglect. *CLT Risk Register:* 2 Council Workforce Internal, Risk 9 Safeguarding *CLT Priority*: 3 Supporting a skilled and effective workforce *Children's Risk Register:* CEF 10 Recruitment and Retention of Social Work Staff	Q1
Children: Foster Payments	The audit will follow up on the audit completed during 2017/18 and be undertaken following the implementation of the new	M	*Corporate Plan:* Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from	Q4

	Children's Social Care IT system when the finance system will be integrated into the new system. The audit will include the accuracy, validity, timeliness and authorisation for both payments to internal and external foster placements.		abuse and neglect. *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	
Children: Children's Social Care Payments	The audit will follow up on the audit completed during 2015/16 and be undertaken following the implementation of the new Children's Social Care IT system when the finance system will be integrated into the new system. The audit will look to review the processes for children's social care payments to ensure that payments are valid, correctly authorised, that the appropriate procurement method is being used and that spend is effectively monitored.	M	*Corporate Plan:* Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from abuse and neglect. *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	Q4
Children: Thriving Families	The conditions of the grant claim require that Internal Audit test a sample of 10% and sign off on each claim submitted.	Mandatory	A requirement of the grant conditions is that Internal Audit independently sample 10% of each claim.	Q2 & Q4
Children: Thames Valley Adoption Service	A regional adoption service has been established. Oxfordshire is the the lead authority, working in partnership with six other councils (Bracknell Forest, West Berkshire, Windsor and Maidenhead,	M	*Corporate Plan:* Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from abuse and neglect. *CLT Risk Register:* 9 Safeguarding	Q3

			CLT Priority: 11: Managing the business effectively, including through robust governance and decision-making processes	
Children: EDT (Emergency Duty Team)	The audit will provide assurance around the governance, operating and financial processes of the service. (The Service has been managed by Childrens since April 2017 and no longer includes the Adult Mental Health Practitioner Service)	M	Corporate Plan: Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from abuse and neglect. CLT Risk Register: 9 Safeguarding CLT Priority: 11: Managing the business effectively, including through robust governance and decision-making processes	Q1
Children: Care Placements	The detailed scope for this work is to be agreed however will provide assurance over the governance and operational processes starting with the child/young person entering care.	H	Corporate Plan: Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from abuse and neglect. CLT Risk Register: 8 Demand Management, Risk 9 Safeguarding. Children's Risk Register CRR15 Safeguarding	Q2
Children: Census Team	The audit will provide assurance over the robustness of the processes for the production of census data for both mainstream	M	Corporate Plan: Continuously improve our services and provide value for money. Give every child a good start in life and protect everyone from	Q1/Q2

			abuse and neglect. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	
Communities				
Communities: Financial Management	The audit will be undertaken across each directorate to provide a strategic view on the robustness of financial management, with a focus on • strategic financial planning and prioritisation, • monitoring and control of income and expenditure, • monitoring and delivery of savings plans • decisions on transforming service delivery are supported by robust financial analysis • financial management mindset, ensuring decisions throughout the organisation are taken considering the financial effects and value for money	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Risk Register:* Risk 10 Council Transformation and Cultural Change *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	Q1/Q2
Communities: Financial Management – Income	A specific audit of income streams across the Communities Directorate will be undertaken to provide assurance on the robustness of processes for the identification,	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and	Q1

			decision-making processes	
Communities: Highways Contract Payments	The audit will follow up on the contracts payments audit completed in 2016/17, following the implementation of the new system by the contractor.	H	*Corporate Plan:* Continuously improve our services and provide value for money. We provide services that enhance the quality of life in our communities, and protect the local environment *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes *Communities Risk Register:* CRR5 High Volume of Road Defects	Q2
Communities: Waste - Contract Management	The council has major contracts in place for waste management; a 25-year contract for residual waste treatment which manages the ERF (energy recovery facility) at Ardley and also contracts for the management of the seven Household Waste Recycling Centres. The audit will provide assurance over the robustness of contract management arrangements in place.	H	*Corporate Plan:* Continuously improve our services and provide value for money. We provide services that enhance the quality of life in our communities, and protect the local environment *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes *Communities Risk Register:*	Q3

			CRR3 Waste growth	
Communities: S106	The audit will follow up on the audit completed in 2017/18 which had an overall Red conclusion to review the effectiveness of the implementation of the agreed action plan.	H	*Corporate Plan:* Continuously improve our services and provide value for money. We support a thriving local economy by improving transport links to create jobs and homes for the future. We provide services that enhance the quality of life in our communities, and protect the local environment *CLT Risk Register:* 5 Housing, Risk 4 Economic Growth and Infrastructure investment *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes *Communities Risk Register*: SR13 CIL, SV05 planning Responses	Q4
Communities: Property - Facilities Management	The audit will provide assurance over the governance and operating policies and procedures that are being developed since the delivery of property, facilities and energy management was brought back in house, following the collapse of Carilion.	H	*Corporate Plan:* Continuously improve our services and provide value for money. We provide services that enhance the quality of life in our communities, and protect the local environment *CLT Risk Register:* 7 Supply chain, Risk 13 Health & Safety *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q2

Communities / Resources				
Communities / Resources: Capital Programme – Governance and Delivery	The audit will follow up on the audit from 2016/17 which had the overall conclusion graded as Red to provide assurance on the effective implementation of the agreed action plan. The scope of the audit will also include the funding from the Oxfordshire Housing and Growth Deal which will be managed via the capital programme governance and delivery arrangements.	H	*Corporate Plan:* Continuously improve our services and provide value for money. We support a thriving local economy by improving transport links to create jobs and homes for the future. *CLT Risk Register:* Risk 3 Environmental Resilience and Sustainability, Risk 4 Economic Growth and Infrastructure investment and Risk 5 Housing *Communities Risk Register:* SV03 Infrastructure Delivery, CRR9 Capacity of market to deliver key capital projects	Q3
Communities / Resources: Oxfordshire Housing and Growth Deal – Accountable body	The Deal, as announced by Government in November 2017, provides £215 million of additional government funding for Oxfordshire, to deliver the key infrastructure required to underpin proposed housing development, and additional funds to increase the supply of affordable housing. Delivery of the Deal will be overseen by the Oxfordshire Growth Board. The Growth Board is a statutory joint committee of the 6 Oxfordshire Local Authorities, the LEP and key strategic partners The audit of the Capital Programme	H	*Corporate Plan:* Continuously improve our services and provide value for money. We support a thriving local economy by improving transport links to create jobs and homes for the future. *CLT Risk Register:* Risk 3 Environmental Resilience and Sustainability, Risk 4 Economic Growth and Infrastructure investment and Risk 5 Housing	Q3

	(see above) will consider the governance and delivery arrangements operating within OCC. This audit will look to provide assurance that Oxfordshire County Council has robust processes in place to deliver its role as the accountable body			
Resources				
Resources: Financial Management	The audit will be undertaken across each directorate to provide a strategic view on the robustness of financial management, with a focus on • strategic financial planning and prioritisation, • monitoring and control of income and expenditure, • monitoring and delivery of savings plans • decisions on transforming service delivery are supported by robust financial analysis • financial management mindset, ensuring decisions throughout the organisation are taken considering the financial effects and value for money	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Risk Register:* Risk 10 Council Transformation and Cultural Change *CLT Priority:* 10: Delivering excellent services for our residents, meeting our statutory duties and working effectively with communities and partners & 11: Managing the business effectively, including through robust governance and decision-making processes	Q1/Q2
Finance - Pensions	An annual audit to test the key	M	*Corporate Plan:* Continuously	Q3

Administration	controls providing assurance that members records are accurately maintained and that payment through the pension's payroll are accurate, timely and legitimate.		improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	
Finance - Purchasing / Procurement	For 18/19 the scope of the audit will focus on the introduction and use of pre-paid cards. – see above audit plan entry under Adults. Hampshire Internal Audit will also provide separate assurance over the IBC operated purchasing and procurement controls and processes.	-	See entry under Adults – prepaid card for direct payments.	-
Finance - Payroll	To provide assurance over the key control processes operated by OCC to ensure that payments are accurate, timely and paid to legitimate employees only. Hampshire Internal Audit provides separate assurance over the IBC operated controls and processes.	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q4
Finance - Accounts Receivable	To provide assurance over the key control processes operated by OCC to ensure that debtor income is identified, recorded and collected in a timely and efficient manner. Hampshire Internal Audit provides separate assurance over the IBC operated controls and processes.	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q4
Finance - Treasury Management	To provide assurance over the key	M	*Corporate Plan:* Continuously	Q3

	control processes to provide assurance that council funds are being effectively managed to support the delivery of council operations and to maximise investment opportunities for cash surpluses.		improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	
ICT – Back-up and Recovery	The audit will follow up on the review undertaken in 2017/18 and will review the procedures and processes for taking, securing and testing backups of corporate ICT systems and data. There are plans to move to a new Backup as a Service solution.	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q1
ICT - IT Incident Management	A new IT service management tool is being implemented in 2018. The audit will review how incidents and service requests are reported to the IT service desk and managed through to resolution.	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q3
ICT - Data Centre Refresh	There is a planned review of the strategy to refresh ICT infrastructure. The detailed scope of the audit will be agreed nearer the time.	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q3
ICT - Network Management	The audit will provide assurance that roles and responsibilities for managing the network infrastructure are defined and that tools are effectively deployed to support this	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and	Q3

			decision-making processes	
ICT - Internet and Email Access	As a key area for cyber security, the audit will provide assurance that access to web and email services is restricted and controlled.	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q4
Corporate / Cross Cutting - Governance				
Fit for the Future – governance arrangements	The next stage of the Council's Fit for the Future transformation programme is underway. From December 2017 new governance arrangements were implemented including establishing a new Fit for the Future Board which is chaired by the Chief Executive. The audit will look to provide assurance that effective governance arrangements are in place throughout the current phase of work.	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT risk register*: Risk 10 Council Transformation and Cultural Change *CLT Priority:* 2 Transforming the council in the best interests of our residents, including by seeking local government reorganisation, the Fit for the Future programme, service redesign, encouraging innovation, customer focus	Q1
Fit for the Future – new Target Operating Model	The most significant element of the Fit for Future transformation programme is designing in detail a new operating model for the Council. Assurance will be required that effective governance, risk management and control arrangements are designed and implemented.	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT risk register*: Risk 10 Council Transformation and Cultural Change *CLT Priority:* 2 Transforming the council in the best interests of our residents, including by seeking local government reorganisation, the Fit for the Future programme,	Q1 onwards

			service redesign, encouraging innovation, customer focus	
GDPR – General Data Protection Regulation	To review compliance with the new General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998 on 25th May 2018. GDPR introduces new obligations and requirements for the processing of personal data.	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q1
Health & Safety	The audit will provide assurance over the Health and Safety arrangements in place both corporately and across the directorates. This will include the identification, management and escalation of health and safety risks.	H	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Risk Register:* 13 Health & Safety	Q1
Business Continuity	Local authorities are deemed a Category 1 responder under the Civil Contingencies Act 2004 and a required to have business continuity plans in place. The audit will provide assurance over the processes for development, testing and maintenance of business continuity plans	M	*Corporate Plan:* Continuously improve our services and provide value for money. *CLT Priority:* 11: Managing the business effectively, including through robust governance and decision-making processes	Q2
Grant Certification				
Grant Certification – various.	There are several requests made throughout the year for Chief Internal Auditor sign off, of grant certifications. For 18/19 these will include: • Local Growth Fund	Mandatory	Chief Internal Auditor sign off – requirement of grant claim conditions.	Q2, Q3, & Q4.

	• Integrated Transport Highways Management Block Grant • Highways Maintenance Challenge Fund • Pot Hole Action Fund • Disabled Facilities Grant • Bus Subsidy Revenue Grant • Cycling Ambition Grant • Safer Roads Fund
Other (Chargeable days – non-audit assignment)	
There are days which are not attributed to specific planned audit activity and include:	• Chief Internal Auditor's management days • Preparation of the audit plan and operational planning • Reports for the AWG and Audit & Governance Committee • Attendance at Directorate Leadership Teams meetings and regular meetings with Senior Management • Attendance at the Corporate Governance Assurance group including contribution to and overview of the Annual Governance Statement • External Audit liaison • Liaison with other assurance providers, for example Hampshire Internal Audit and OCCG Auditors. • Follow up on implementation of agreed management actions. • Annual self-assessment against internal audit standards – In accordance with the requirements of the Public Sector Internal Audit Standards • Advice and Liaison • Production of the Chief Internal Auditors' Annual Report • Development of data matching / analytics • Contribution to change management programmes, e.g. Fit for the Future. • Admin support for actual audit work