

Partneriaeth Pen-y-Bont a'r Fro
Bridgend & Vale Partnership
working together - gweithio ar y cyd



**INTERNAL AUDIT SHARED SERVICE
ANNUAL AUDIT PLAN**

2013 – 2014

Bridgend CBC

Table 1 – Productive Resource Availability & Utilisation April 2013 to March 14.

Resources Available	Total Days
Total Productive days Available	1,374
Time Allocated to Audit Work	
Resources	365
<ul style="list-style-type: none"> • Finance • Human Resources • Governance • ICT assurance coverage • Property 	
Legal and Regulatory Services	80
<ul style="list-style-type: none"> • Legal Services • Regulatory 	
Children (Including Schools)	204
<ul style="list-style-type: none"> • Learning • Strategy, Partnerships & Commissioning • Safeguarding & Family Support • Schools 	
Communities	189
<ul style="list-style-type: none"> • Regeneration and Development • Streetscene 	
Wellbeing	110
<ul style="list-style-type: none"> • Adult Social Care • Healthy Living 	
Cross Cutting	206
External	20
Contingency – unplanned	110
Contingency – Fraud and Error	90
OVERALL TOTAL	1,374

INTERNAL AUDIT SHARED SERVICE ANNUAL PLAN 2013 -2014

Internal Audit is an assurance function that provides an independent and objective opinion to the organisation on the control environment which encompasses the systems of governance, risk management and internal control, by evaluating its effectiveness in achieving the organisation's objectives. It examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources. Public Sector Internal Audit Standards (PSIAS) effective from 1st April 2013

Resources

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
<i>12/13 Audit close down Entity 11021</i>	<i>Finalising 12/13 audits which remain outstanding at the end of the Financial Year.</i>	<i>10</i>
<i>Core Financial Systems – Entity 11001</i>	<p>Full system and compliance audits to provide assurance over the effectiveness of the Council's Core Financial Systems:</p> <ul style="list-style-type: none"> • Council Tax – Council Tax Reduction Scheme • Benefit Administration, • Income Management, • Creditor Payments/Accounts Payable, • Debtors/Accounts Receivable, • Business Rates, • Cash, • Budget Monitoring & Reporting, • Budget Setting, • Treasury Management, • General Ledger. 	<i>120</i>
<i>Capital Accounting Entity 11017</i>	Systems based approach considering key risk exposures and including process mapping of key controls. The review will include the accuracy of forecasting, indentifying slippage and cost overruns.	<i>20</i>
<i>Delivery of Savings – monitoring arrangements Entity 11018</i>	To review the arrangements that supports the effective monitoring of the delivery of savings and management of changes in assumptions having regard to the potential impact on the Council's budget and the associated risks.	<i>20</i>

<i>Management of Fixed Assets Entity 11019</i>	Review of the system operating for the handling, recording and accounting for fixed assets including the validation and verification process	10
<i>Grants Entity 11004</i>	To review the effectiveness of controls including the rationale for giving grants and how usage and compliance with grant conditions are monitored. The review will include the corporate recording of all grants to ensure no duplication and will include the Local Investment Fund	15
<i>Procurement Entity 11005</i>	Review of the Council's corporate framework for procurement. To include compliance with the Council's policies and procedures including Contract Standing Orders, Procedure Rules and relevant legislation. The review will be aligned to the Council's Corporate Risk Assessment – Impact of the Recession and using resource effectively.	20
<i>ICT Entities 12001 12002 12014 12020 12021</i>	To finalise 12/13 audits which remain outstanding at the start of the Financial Year. To review the operation, efficiency and effectiveness of the Council's Information and Security governance arrangements. To review the operation, efficiency and effectiveness of the Council's Customer Relationship Management Application (CRM), Electronic Data Records Management Application (EDRM) and Cedar Open Accounts (COA) hosting. To provide assurance that adequate controls are in place in relation to Shared Access to Data and Social Media.	75
<i>Property Entity 12043</i>	Follow up on the Building Maintenance review to ensure the recommendations made during 2012/13 have been fully implemented, embedded and being adhered to.	20
<i>Human Resources Entities 11009 11012</i>	Payroll – To review the operation, efficiency and effectiveness of the Council's payroll system. A systems based approach will be utilised considering key risk exposure and controls. The review will examine HR records to ensure the completeness and accuracy of the establishment, HR records and contractual evidence. The approach will include continuous auditing of key controls throughout the year using techniques such as data mining. In addition, and audit of staff overtime, allowances, expenses, Job Evaluation implementation and Agency Contract will be undertaken to ensure the system processes and controls are operating effectively focussing on risk areas across the Council.	40

Financial Assessments Reviews Entity 11020	To review the effectiveness of the assessment process to support effective management of risks through appropriate controls.	15
Overall Total – Resources		365

Legal and Regulatory Services

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
DPA/FOI Entity 13001	To provide assurance that adequate controls are in place for the administration of DPA / FOI including Record Management and EDRM.	30
Whistleblowing Entity 13012	To review the effectiveness of the Council's Whistleblowing arrangements	10
Corporate Complaints Management Entity 13013	To review the effectiveness of controls in managing complaints	20
Registrars Entity 13002	To review the effectiveness of controls.	10
Regulatory and Enforcement Entity 13006	To review the effectiveness of controls.	10
Overall Total – Legal & Regulatory Services		80

Children's Directorate

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
12/13 Audit close down Entity 14027	Finalising 12/13 audits which remain outstanding at the end of the Financial Year.	4
Education Grants (WAG) Entity 14005	To certify that education grants are fairly stated and in accordance with their grant conditions.	20
Programme of School visits Entities 14001, 14002, 14003, 14004	Compliance with approved policies and procedures. The schools selected for review will be identified through a risk assessment so that resources are targeted towards the higher risk schools.	120

Fostering and Adoption Entity 14013	To review the effectiveness of controls in particular payments made.	10
Children with Disabilities Entity 14011	To review the effectiveness of the control processes relating to Identification/referral of disabled children, assessment of needs, funding packages and communication with parents.	15
Leaving Care – Commissioning Entity 14021	To review economy, efficiency and effectiveness in respect of the commissioning of the provision of accommodation and outreach support to young people leaving care.	15
Schools – Information to Governors Entity 14012	Ensure that Governors are provided with information of sufficient quality and quantity and in a timely manner to enable them to fulfil their responsibilities.	10
Youth Services – Delivery of Statutory Obligations. Entity 14020	Ensure that there are robust systems in place to support decision making and provide assurance over the delivery of statutory obligations.	10
Overall Total - Children's		204

Communities Directorate

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
12/13 Audit close down Entity 15027	<i>Finalising 12/13 audits which remain outstanding at the end of the Financial Year.</i>	7
Council Transport Fuel Entity 15030	To review the controls over the management of fuel.	10
Parking Enforcement Entity 15020	To review the robustness of arrangements for the provision of the shared Parking Enforcement service with the Vale of Glamorgan Council.	10
Homelessness Entity 15001	Arrangements support reduction in the use of temporary accommodation.	15

Transport Fleet Management Entity 15022	Review of the robustness of arrangements for procurement, utilisation and general management of the Council's transport fleet.	15
Regeneration Projects Entity 15002	Review of the major administrative and financial systems operating and contract arrangements within Regeneration. Review a sample of initiatives where external funding has been secured to ensure compliance with any terms and conditions. Audit involvement should be aligned to the Directorate priorities in relation to regeneration and the challenges facing the service as outlined in the Council's Corporate Risk Assessment.	30
Waste Disposal Entity 15015	To review the Council's arrangements for meeting the Welsh Government's waste strategy "Towards Zero Waste" targets to avoid the risk of imposed fines on the council. The review will also include the impact on the contract monitoring arrangements in place in relation to the Waste disposal contract (MREC).	20
Fleet Services Entity 15029	Systems based audit to review the procedures and processes in place to provide assurance on the adequacy of the internal control environment.	15
Communities First Entity 15012	To review the adequacy and effectiveness of the governance arrangements of the Communities First programme to ensure outcomes are achievable.	20
Home to School Transport Entity 15027	To follow up on the 2012/13 audit, to review the effectiveness of the contracts for the provision of Home to school transport.	10
Disabled Facilities Grants Entity 15003	To review the adequacy and effectiveness of the control environment surrounding the administration of Disabled Facilities Grants (this review will also include the role of the Occupational Therapist).	15
Rights of Way Entity 15025	To review the adequacy and effectiveness of the control environment surrounding the Rights of Way provision.	7
Supporting People Entity 15026	To review the financial management and controls operating to ensure compliance.	15
Overall Total - Communities		189

Wellbeing Directorate

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
12/13 Audit close down Entity 16019	<i>Finalising 12/13 audits which remain outstanding as the at the financial Year end.</i>	5
Health Partnership Entity 16010	To review the impact to the Council and partnership working specifically the Bridgend Care Partnership and the governance arrangements between ABMU and the Council.	20
Homecare – Financial Management Entity 16004	Invoicing and payment arrangements to ensure that the right payments are made to the right supplier for the right services at the right time.	20
Commissioning Entity 16011	Governance and management arrangements support the effective commissioning of appropriate services and interventions.	20
Residential Care Homes Entity 16001	To review the effectiveness of controls over placements including assessment, contracts and payments.	15
Leisure Services Contract Entity 16019	Systems based approach considering key risk exposures. This review will incorporate the measures as set out in the Council's Corporate Risk Assessment and focus on the effectiveness of the contract management processes.	20
Bus Operator Grant Entity 16018	To validate the return relating to the Bus Operator Grant.	10
Overall Total - Wellbeing		110

Cross Cutting & External

<i>Area</i>	<i>Audit Scope</i>	<i>Total days</i>
Follow Up Entity 17001	To undertake follow up work on the recommendations made during 2012/13 audit year to ensure that management have implemented those of high risk.	15

Assurance from External Inspections Entity 17002	Undertake a review of the External Inspection reports issued during the year to ensure recommended actions are being addressed.	10
Partnerships Entity 17004	This review will link to the Council's risk assessment and in particular collaborative working.	15
Audit Committee Entity 17005	To ensure that the Audit Committee is serviced in accordance with it's Terms of Reference including the production and presentation of relevant reports on the work undertaken by Internal Audit Shared Service.	40
Capital Programme and Project Management Entity 11006	Contract Audit and Project Management – Carry out audits of live projects to ensure compliance with the Council's Project Management methodology and to ensure that adequate monitoring arrangements exist regarding contractors' costs and subsequent payments and variations.	20
Corporate Governance Framework Entity 11015	Annual review of overall governance to assess the adequacy across the Council including an assessment of the Council's Code of Corporate Governance.	16
Business Continuity Management Entity 12037	To review the effectiveness of arrangements in place for how the Council prepares for recovery from a major incidence to ensure continuity of service.	15
Risk Management Entity 11007	Assessment of the effectiveness of risk management arrangements throughout the Council. This will include both the management strategic and operational risks and the level of risk maturity of the Council.	15
Declaration of Interest, Gifts & Hospitality Entity 17005	To review processes to ensure robust, clearly communicated and complied with policies and procedures are in operation. This will include effective approval and monitoring of registering declarations of interest, gifts and hospitality. The review will include both officers and members.	10
Financial and Contract Compliance Entity 13013	Review overall compliance across the Council.	10
CRSA Entity 14022	To develop the use of Control Risk Self-Assessments across the Council and review and evaluate responses received.	20

NFI Entity	To oversee the National Fraud Initiative and to ensure that all relevant matches are dealt with accordingly.	20
	Overall Total – Cross Cutting	206
External Entities 18001 & 18002	County Borough Supplies and Crematorium	20
Contingency for Unplanned Work	The pace of change across the Council continues to be rapid due to the need to react quickly and positively to the changes in government funding and how the Council applies that funding to its services. This continued pace of change requires Internal Audit to ensure that changes continue to be prioritised and necessary controls in respect of the changes in service delivery are implemented on a timely basis. Therefore, the provision of this contingency allows for time to be allocated as necessary to react in a timely manner to these rapid changes and requests from management for assistance.	110
Contingency for Fraud and Error	The provision of this contingency allows Internal Audit to be reactive to allegations of suspected fraud and corruption. This provision will include an allocation for overseeing the National Fraud Initiative.	90
	Grand Total	1,374