

**REPORT TO:** Business Efficiency Board

**DATE:** 24 February 2020

**REPORTING OFFICER:** Divisional Manager – Audit, Procurement & Operational Finance

**SUBJECT:** Internal Audit Plan – 2020/21

**WARDS:** Borough-wide

### **1.0 PURPOSE OF THE REPORT**

This report seeks the Board's approval for the planned programme of internal audit work for 2020/21.

### **2.0 RECOMMENDATION:**

**That the Board considers and approves the proposed Internal Audit Plan for 2020/21.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 A risk-based Audit Plan has been prepared in accordance with relevant professional guidance, i.e. the Public Sector Internal Audit Standards (PSIAS). The plan sets out the proposed internal audit activity for 2020/21.
- 3.2 The plan is designed to enable internal audit to deliver an overall opinion on the Council's risk management, control and governance arrangements.
- 3.3 The Annual Internal Audit Plan must ultimately be agreed with the Operational Director - Finance as the s151 Officer to the Council, who needs to be assured that the planned audit coverage is sufficient to discharge the s151 officer's statutory role. However, it is also important that the Business Efficiency Board, as the Council's Audit Committee, is consulted and provided with the opportunity to comment on the proposed coverage.
- 3.4 In developing the plan consultation has taken place with a wide range of stakeholders including:
- Operational Director – Finance
  - Senior management
  - Key managers from across the Council
- 3.5 Account has also been taken of the following:
- The Council's existing assurance framework
  - Cumulative audit knowledge and experience
  - Known budgetary pressures

- New developments and projects
  - Issues reported in key documents such as:
    - The Corporate Risk Register
    - The Annual Governance Statement
    - The LGA Peer Review
    - Medium Term Financial Strategy
- 3.6 The draft Audit Plan for 2020/21 is attached as an appendix to this report. It should be noted that the plan has incorporated four reviews originally included in the 2019/20 Audit Plan that could not be completed during the year due to capacity issues.
- 3.7 A total of 1,125 days of audit work is planned for 2020/21. This level of resource is based on a forecast staffing establishment of approximately 6.0 FTE staff. Overall capacity has increased slightly from 2019/20 due to the team now being fully staffed.
- 3.8 Performance against the Audit Plan will be kept under review throughout the year and quarterly progress reports will be provided to the Business Efficiency Board.
- 3.9 As in previous years, it is important to note that the Audit Plan will need to remain flexible and changes may be required in order to respond to risks that emerge during the year. Similarly it may be necessary to prioritise planned work if there are any in-year changes to the resourcing of Internal Audit.
- 3.10 Internal Audit will continue to work closely with the Council's external auditor, Grant Thornton, to minimise duplication and to ensure efficient and effective deployment of the overall audit resource.

#### **4.0 POLICY IMPLICATIONS**

Delivery of the Audit Plan will provide assurance that the policies and procedures established by the Council are implemented and remain appropriate.

#### **5.0 OTHER IMPLICATIONS**

- 5.1 The Council is required to comply with the requirements of the Accounts and Audit Regulations 2015, regarding its "arrangements to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control".
- 5.2 Internal audit work supports the Operational Director – Finance in discharging his statutory responsibilities as Section 151 Officer in terms of ensuring the proper administration of the Council's financial affairs.
- 5.3 Internal audit work provides one of the key sources of assurance to the Chief Executive and Leader of the Council who are jointly required to sign the Annual Governance Statement (AGS). The purpose of the AGS is to

declare the extent to which the Council complies with the principles of good governance.

5.4 There are no additional resource implications arising from this report.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 Internal audit work supports the delivery of all the Council's priorities by promoting probity, integrity, accountability, efficiency and effective management of public funds.

6.2 The Audit Plan has been designed to provide assurance over the adequacy of the arrangements established to mitigate risks that may threaten the delivery of the Council's priorities.

## **7.0 RISK ANALYSIS**

7.1 The work of Internal Audit forms a key element of the Council's overall system of internal control. An effective internal audit service also helps to promote and implement best practice and process improvements in the management of risks.

7.2 The Public Sector Internal Audit Standards require the Head of Internal Audit to review and adjust the plan, as necessary, in response to changes in the organisation's business, risks, operations, programs, systems and controls.

7.3 Changes to planned work may therefore become necessary during the year. Minor changes will be agreed with the Operational Director – Finance. Any significant matters that jeopardise completion of the plan or require substantial changes to it will be reported to the Board.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

None identified

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

Public Sector Internal Audit Standards