

APPENDIX A

Tendring District Council Internal Audit				
2019/20 Internal Audit Plan				
Audit Title	Days Allocated	Total Days	Comments	Associated Inherent Risk Categories
Key Systems / Key Financial Risk Areas				
Procurement	20		Continuous Auditing Approach. Five days allocated per quarter of the annual plan	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Housing Benefits	15		Different Techniques involved. Self-assessment, Root-cause analysis / Data Analytics and Assurance Mapping exercises until Universal Credit is adopted.	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Business Rates	15		Different Techniques involved. To include self-assessment, Root cause analysis / Data Analytics and Assurance Mapping exercises. Analysis of Legislation changes and pooling arrangements may also be required	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Main Accounting System	10		Data Analytics is the main audit technique used within this audit	<ul style="list-style-type: none"> • Financial
Corporate Governance	10		Assurance Mapping and Self-Assessments to be used within this audit. Interviews with Senior Management required to ascertain the culture of the organisation	<ul style="list-style-type: none"> • Reputation - General Governance
Banking	5		Mainly Self-Assessment with some testing required	<ul style="list-style-type: none"> • Financial - General Governance
Council Tax	15		Different Techniques involved. To include self-assessment, Root cause analysis / Data Analytics and Assurance Mapping exercises.	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud

APPENDIX A

Payroll	10		Data Analytics is the main audit technique used within this audit	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Accounts Payable	10		Data Analytics is the main audit technique used within this audit	<ul style="list-style-type: none"> • Financial
Treasury Management	8		Assurance Mapping, Self-Assessments and Data Analytics are the main techniques used	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Housing Rents	12		Root cause analysis / Data Analytics	<ul style="list-style-type: none"> • Financial •
Cash Receipting	10		Root cause analysis / Data Analytics	<ul style="list-style-type: none"> • Financial
Accounts Receivable	10		Data Analytics is the main audit technique used within this audit	<ul style="list-style-type: none"> • Financial
Contract Management – Waste and Street Sweeping	15		Review of the contract management processes in place for the new waste and street sweeping contracts as well as performance and resolution management.	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Capital Programme	10		Detailed review of the Council's capital programme and approach to capitalising expenditure.	<ul style="list-style-type: none"> • Financial - General Governance and Fraud
		175		

Other Systems / Service Area				
Housing Repairs and Maintenance	15		Overview of the planned repairs and maintenance programme and inspections schedule.	<ul style="list-style-type: none"> • Financial - General Governance and Fraud
Risk Management	10		Required annually under PSIAS and Cipfa guidance	<ul style="list-style-type: none"> - General Governance

APPENDIX A

Due Diligence	15		To review processes in place before contractors are appointed and ensure adequate due diligence is completed prior to awarding contracts and leases to third parties	<ul style="list-style-type: none"> • Financial • Reputation - General Governance and Fraud
Ethical Decision Making	10		Cipfa and the IIA recommend that Internal Audit undertake an annual ethics and culture review. This review will assess how ethics is incorporated within the Council's decision making processes	<ul style="list-style-type: none"> • Financial - General Governance
Social Media	5		Assess policies and procedures in place at both member and officer level as well the controls in place to limit reputational damage in the event of potential misuse	<ul style="list-style-type: none"> • Reputation - General Governance
Transformation Programme	15		<p>Review of governance arrangements, decision making, cost / benefit analysis and benefit realisation</p> <p>Consultative review as the programme progresses.</p>	<ul style="list-style-type: none"> • Reputation • Financial - General Governance
External Funding	10		Examine the Councils approach to exploring external funding opportunities for both the community and the organisation	<ul style="list-style-type: none"> • Financial - General Governance
Leisure Centres – Follow Up	10		Follow up on self-assessment exercise and concentrate on key themes from the 2018/19 review.	<ul style="list-style-type: none"> • Financial - General Governance
Planning Enforcement	10		Review processes and procedures related to breaches in planning control and assess their efficiency and effectiveness from receipt of complaint through to decision making and enforcement action.	<ul style="list-style-type: none"> • Reputation - General Governance and Fraud

APPENDIX A

Health & Safety	10		Spot checks, Compliance reviews and Self - Assessments	<ul style="list-style-type: none"> ● Safety ● Reputation - General Governance
Garden Communities	10		Review of the progress to date of the Garden Communities initiative and assess the risks and controls in place	<ul style="list-style-type: none"> ● Financial ● Reputation - General Governance
Emerging Key Projects	10		Provision for emerging projects. Considered as a contingency provision to be allocated during year to specific tasks as appropriate	<ul style="list-style-type: none"> ● Reputation ● Financial - General Governance and Fraud
		130		

Computer Audit				
Digital Transformation Programme	20		<p>IT continues to be one of the biggest risk areas to all organisations. Governance arrangements and project delivery to be within scope</p> <p>Consultative review as the programme progresses.</p>	<ul style="list-style-type: none"> ● Financial ● Reputation - General Governance
IT Governance	5		PSIAS expectation that this will be covered each year.	- General Governance
Information Governance - GDPR Review	10		To review progress and implementation of GDPR within Council processes.	- General Governance
Application Review - Agresso IT Security, Data Security and IT General Control	10		<p>IT Application review. Assess security controls; input, output and processing.</p> <p>Change Management</p> <p>Logical Access</p> <p>System Development Life Cycle</p>	<ul style="list-style-type: none"> ● Financial - General Governance
		45		

APPENDIX A

Action Tracking / Follow Up	40		Time allocated to chase, monitor and review the implementation of outstanding audit actions	<ul style="list-style-type: none"> N/A
		40		
Carry Forward of Work in Progress	40		Audits in progress at 31st March 2019. May be necessary to revise figure at late stage in plan process	<ul style="list-style-type: none"> N/A
		40		
Other				
Consultancy & Advisory	60		Consultancy and advice, requested and unplanned audits, investigations.	<ul style="list-style-type: none"> N/A
Development	30		Time needed to adapt to internal and external changes and ensure that audit techniques, testing and reporting remain up to date	<ul style="list-style-type: none"> N/A
		90		
Total		520		

***Associated Inherent Risk Categories** are the overarching risk headings in which Corporate Risks and Business Risks are developed. In order to reach a high enough level to be considered a significant risk to the authority and require management action and audit resource there must be an element of Governance, Financial, Reputational, Fraud and Safety risk identified.

Glossary

Self-Assessment	Services to assess own processes and controls. Internal Audit to undertake testing only.
Data Analytics	To compare large volumes of data and analyse specific trends, errors or anomalies.
Assurance Mapping	To review other assurance reports on the service area and take assurance from those reviews already complete where possible.
Root Cause Analysis	Where continuous issues arise, Internal Audit will identify the root cause and support the service in resolving the systemic issue rather than the singular one-off issue arising from audit testing.