

## **Annex 1 Internal Audit Plan 2024/25**

Updated to show position as at end of May 2024

CORPORATE GOVERNANCE AND RISK					
Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Corporate Core	FOI /Subject access	Failure to comply with Council policy and regulations, potential for reputational damage should a complaint be taken to the ICO.	Review of system for receiving and dealing with FOI / SAR requests.  Specific request to focus testing on Childrens' Services.	12	Roll forward from 2023/24  Corporate Risk Register - Regulatory Compliance
Corporate Core	ROPA	Failure to comply with Council policy and GDPR regulations, potential for reputational damage should the Council be subjected to an ICO inspection.	Review of the processes in place to ensure that the Register of Processing Activities is collated, maintained and up to date.	12	Roll forward from 2023/24  Departmental Risk Register - Data Protection Legislation
Corporate Core	Complaints Procedures	Failure to comply with Council policy and regulations, potential for reputational damage should a complaint be taken to the Ombudsman.	Review of system for receiving and dealing with complaints.	12	Roll forward from 2023/24  Corporate Risk Register - Regulatory Compliance & Special Educational Needs and Disabilities

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Corporate Core - Finance	Main Accounting – Key Controls 2024/25	Errors and omissions resulting in weaknesses in the integrity of financial data and statements	Routine annual review of high-level controls within the key finance systems, retrospective review looking at transactions in 2024/25, to support closure of accounts process.	10	Limited level of assurance on 2021/22 data  Annual work required to support statement of accounts
Corporate Core - Finance	Income and Banking - Key Controls 2024/25	Errors and omissions resulting in weaknesses in the integrity of financial data and statements	Routine annual review of high-level controls within the key finance systems, retrospective review looking at transactions in 2024/25, to support closure of accounts process.	10	Limited level of assurance on 2021/22 data  Annual work required to support statement of accounts
Corporate Core - Finance	Debtors	Failure to control collection of debtor invoices and the chasing of outstanding debts promptly which could result in an impact on cash flow and Council budgets	Systems review of the processes in place including the raising and approving of debtor invoices and actions taken to recover any outstanding debts.	17	Deep dive  Previous limited assurance on 2021/22 data - key control audit
Corporate Core - Finance	Creditors	Failure to control payments to suppliers and customers effectively	Systems review of the processes in place including the raising and approving of requisition forms, authorising, and paying of white account forms, retrospective orders, AP orders and payments, change of bank account details.	17	Deep dive  Previous limited assurance 2021/22 data - key control audit

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Corporate Core - Finance	Purchase Card Expenditure	Failure to control payments to suppliers effectively	New process and system within Unit 4 introduced. Analysis of whole council expenditure and focus testing on Department most usage / expenditure.	12	New system and process not been examined previously.  <a href="#">Audit has been allocated.</a>
Corporate Core - Finance	Risk Management	Failure that Council risks are not being identified resulting in reputational damage and financial implications	Review the processes in place to ensure that Risk Management processes are embedded throughout the Council and high-level risks are captured within the Corporate Risk Register and ensure that all risks identified are being reviewed and where possible mitigating controls have been introduced.	12	New section that has not been examined previously
Corporate Core - Finance	Capital Programme	Failure to meet corporate objectives and ineffective use of resources	Identify capital schemes that have taken place. Review a scheme to ensure that best practice was followed, considering project initiation, procurement of works, ongoing monitoring, and administration of payments, record keeping and post project implementation review.	17	Roll forward from 2023/24

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Corporate Core - Finance	Insurance	Failure to process insurance claims promptly and effectively which may result in claims being paid without appropriate challenge and financial implications.	Review the process in place for the administration of Insurance claims.	17	Roll forward from 2023/24  Request from Client
Corporate Core - Finance	Section 106	Failure to comply with statutory regulations.	Review compliance with how Section 106 monies is managed in line with statutory regulations.	12	Change in regulations 18 months ago, requirement to publish annual report on Section 106 monies  Request from Section 151 Officer  <a href="#">Audit has been allocated.</a>
Financial / HR Systems					
Corporate Finance / HR	iTrent - Payroll – Additional hours / overtime payments	Inaccurate / fraudulent claims for additional hours / overtime payments may be made.	Review arrangements to manage and process timekeeping and overtime effectively as the self-serve module is introduced in iTrent. Audit to cover Health & Adult Care Department.	12	Roll forward from 2023/24  Focus on Health & Adult Care

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Corporate Finance / HR	iTrent – Expenses Module	Inaccurate / fraudulent claims for expenses may be made.	Review the processes in place for the submission, authorisation, and payment of employee's expenses.	12	Roll forward from 2023/24  Request from Client
Corporate Finance / HR	Automated Absence Pay	Absence not identified and inaccurate calculations of absence pay.	Review the processes in place for the calculation of absence pay.	12	Roll forward from 2023/24  Request from Client
Corporate Finance / HR	Recruitment Process	Failure to undertake robust pre-employment checks (right to work in the UK etc.) which may result in reputational damage or financial penalties.	Review of recruitment process – including assurance over the design and operation of the recruitment process including: 1. completeness and timeliness of pre-employment checks 2. completeness, accuracy and timeliness of adding new employees to the payroll and iTrent 3. monitoring by HR of compliance with pre-employment and recruitment processes 4. an appropriate division of duties is enforced by the system.	17	Roll forward from 2023/24  Due to new on-boarding system

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Grants and Verification					
Corporate Core – Finance	Grant Claims	Failure to comply with grant arrangements.	Certification of those grant claims required to be certified by the Council's Head of FAIR and/or Chief Executive during 2024/25.	15	Annual work
SERVICE AREAS					
Children and Young People	Childrens Care Packages	Failure to comply with Council policy and legislation when procuring goods / services / administering contracts with suppliers. Best value may not be achieved, and high-cost care packages may not be challenged.	Review of the process for the calculation and award of care packages for children and young people with disabilities and the billing and payment processes around care packages to provide assurance that financial risks are mitigated.	17	Roll forward from 2023/24  Corporate Risk Register - Children's Social Care Services
Children and Young People	Emergency Duty Team	Failure to control staffing budget appropriately.	Review of the staffing provision within the Emergency Duty Team.	12	Request from Client  <a href="#">Audit has been allocated.</a>

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Children and Young People	Schools	Appropriate financial and operational control is not maintained over school funds.	Provision for undertaking reviews at schools.	45	Request from client.  Programme to be determined, suggest to look at schools forecasting a deficit outturn for the financial year.  Lowercroft Primary School – audit visit arranged for June 2024. The Derby High School – audit visit arranged for June 2024.
Corporate Core	CCTV	Failure to adhere to the agreement and follow the CCTV Code of Practice which could impact on the Council's reputation and reliance placed on the CCTV function in supporting other agencies and community safety.	Annual review as required by CCTV agreement.	7	Annual review



Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Health & Adult Care	Appointeeships / Court of Protection	Failure to protect the finances of vulnerable adults.	Review of processes and procedures to ensure transparency and compliance with legislation.	17	Last audited 2015
Health & Adult Care	Direct Payments	Misappropriation of public funds intended for vulnerable people.	Review the processes and procedures to ensure that Direct Payments are being managed effectively to reduce fraud and corruption and ensure transparency and accountability.	20	Last audited 2008  <a href="#">Audit has been allocated.</a>
Health & Adult Care	Adults Financial Assessments	Failure to undertake robust and timely assessment which could lead to increased costs to the Council.	Review the processes and procedures to ensure that financial assessments are undertaken accurately and timely and that robust audit trails are in place for decisions taken.	12	Area never been audited  Corporate Risk Register - Increasing demand pressures on ASC
Housing	Housing Conditions (Damp, mould and condensation)	Failure to establish good housing conditions which could lead to reputation damage and financial claims	Review the processes and procedures in place to mitigate the risk of disrepair claims.	12	Disrepair Claims audit undertaken 2018  Corporate Risk Register - Housing Conditions (Damp, Mould and Condensation)

Directorate	Topic	Potential Control / Governance Issue	Proposed Audit Coverage	Indicative Days	Comments
Operations	Leisure Centres	Failure to ensure all income received is correctly accounted for and promptly banked.	Review the new concierge system (Gladstone) that has been installed at Castle and Ramsbottom leisure centres.	12	<a href="#">Audit has been allocated.</a>
Operations	Libraries	Failure to ensure all income received is correctly accounted for and promptly banked.	Review processes and procedures in relation to all income streams being received into Bury Library, Prestwich Library and Adult Learning Centre, Radcliffe Library and Ramsbottom Library and Adult Learning Centre.	10	Area last audited 2011
Operations	Waste Management	Inadequate arrangements in place for the provision of waste services which may result in reputational damage.	Review the processes and procedures in relation to the management and the delivery of the Waste Management Service.	17	Roll forward from 2023/24 Request from Monitoring Officer
			TOTAL	409	

OTHER COMMITMENTS		
<i>Activity</i>	<i>Indicative Days</i>	<i>Comments</i>
<b>Completion of audits commenced in previous years:</b> <u>2023/24</u> <b>Persona – Property &amp; Building Maintenance</b> <b>DWP – MOU Submission</b> <b>Climate Change</b> <b>Main Accounting – Key Controls 2023/24</b> <b>Treasury Management – Key Controls 2023/24</b> <b>Council Tax – Key Controls 2023/24</b> <b>Payroll – Key Controls 2023/24</b> <b>Income and Bank – Key Controls 2023/24</b> <b>GM Supporting Families (TFG)</b>	47	<p>9 carry forward audits from the 2023/24 plan were originally identified however, 21 draft audits were carried forward into the 2024/25 year.</p> <p>As at the end of May 2024, 10 audits had been finalised.</p>
<b>Audit work for Persona (separate audit plans)</b>	36	<p>Three 12-day audits have been agreed with Persona. These are:</p> <ul style="list-style-type: none"> <li>• Supporting families – client finances</li> <li>• Governance of Persona Board</li> <li>• Supported Living - Payment of Supported Hours</li> </ul>
<b>Post Implementation Reviews and Action Tracking</b> <b>First and second follow ups</b>	105	<p>Introduction during 2023/24 of first and second follow ups on all audits with more in-depth testing on all fundamental and significant recommendations.</p> <p>Increased provision from 2023/24 to allow for more in-depth testing and first and second follows ups.</p>

<b>Contingency for transfer of STH to Council and advice and guidance request</b>	8	Request for 2 audits in relation to: <ul style="list-style-type: none"> <li>• Gas Safety – Performance Data Quality – audit has been allocated.</li> <li>• Fire Safety – Performance Data Quality</li> </ul>
<b>Contingency for Investigations and supporting the council’s counter fraud strategy, including revision of whistleblowing policy.</b>	60	
<b>Contingency for reactive or unplanned work, management request, consultancy work and advice and guidance request GMCA Collaboration / reactive GM assurance work</b>	69	
<b>Audit Service Management and administration, including service development, assurance mapping, Quality Assurance and Improvement Programme, Internal Audit Charter and Strategy, audit planning and Committee’s support</b>	169	
<b>Provisions for annual leave / training / sickness</b>	348	
<b>Provision of ICT review – by Salford Computer Audit Services (System Licencing)</b>	20	Currently planned for an audit of ISO 27001 Gap Analysis – Terms of Reference drafted
Total:	862	
Combined Total:	1271	
Audit days to be delivered	<b>754</b>	(Exclude 169 + 348)