

Annex 1 Internal Audit Plan 2024/25

Updated to show position as at end of September 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

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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. Audit is progressing. Testing is now being undertaken.
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

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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 Audit is progressing. Draft report being prepared.
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

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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 Removed from plan as client has advised that the module will not be implemented during 2024/25. Audit has been replaced with Natural HR system review.
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 Removed from plan as client has stated that they are currently having some staffing challenges across Payroll and HR Operations and will not be able to engage fully and proactively respond to any issues identified. To carry forward and include within the 2025/26 audit plan.
Corporate Finance / HR	Recruitment Process	Failure to undertake robust pre-employment checks (right to work in the UK etc.) which may result in reputational	Review of recruitment process – including assurance over the design and operation of the recruitment process including: 1. completeness and timeliness of pre-employment checks	17	Roll forward from 2023/24 Due to new on-boarding system

		damage or financial penalties.	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.		
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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 Audits have been completed on: <ul style="list-style-type: none"> • Bus Operators Grant 2023/24 • Section 31 Pothole Grant 2023/24.
SERVICE AREAS					
Children and Young People	Childrens Care Packages	Failure to comply with Council policy and legislation when procuring goods /	Review of the process for the calculation and award of care packages for children and young people with disabilities and the	17	Roll forward from 2023/24 Corporate Risk Register - Children's Social Care Services

		services / administering contracts with suppliers. Best value may not be achieved, and high-cost care packages may not be challenged.	billing and payment processes around care packages to provide assurance that financial risks are mitigated.		
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 Audit is in progress.
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 – Draft Report being prepared. The Derby High School – audit progressing. St Margarets C of E Primary School – visit arranged for 10.10.24.

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 Audit in progress.
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 The Director of Community Commissioning has requested a delay in the commencement of this audit till later in the financial year.
Health & Adult Care	Adults Financial Assessments	Failure to undertake robust and timely assessment which could	Review the processes and procedures to ensure that financial assessments are undertaken accurately and timely	12	Area never been audited Corporate Risk Register - Increasing demand pressures on ASC

		lead to increased costs to the Council.	and that robust audit trails are in place for decisions taken.		
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) Audit in progress.
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	Audit in progress.
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 Audit in progress.

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>
Completion of audits commenced in previous years: <u>2023/24</u> Persona – Property & Building Maintenance DWP – MOU Submission Climate Change Main Accounting – Key Controls 2023/24 Treasury Management – Key Controls 2023/24 Council Tax – Key Controls 2023/24 Payroll – Key Controls 2023/24 Income and Bank – Key Controls 2023/24 GM Supporting Families (TFG)	47	9 carry forward audits from the 2023/24 plan were originally identified however, 21 draft audits were carried forward into the 2024/25 year. As at the end of September 2024, 16 audits had been finalised. The 5 audits yet to be completed and / finalised are: - <u>Ongoing reviews</u> DWP – MOU (Ad-hoc audit not included in the plan) Climate Change Income and Banking Key Controls 23/24 <u>Draft reports issued:</u> Treasury Management key controls

		Persona- Building and Property Maintenance
Audit work for Persona (separate audit plans)	36	<p>Three 12-day audits have been agreed with Persona. These are:</p> <ul style="list-style-type: none"> • Supporting families – client finances – Audit has been allocated. • Governance of Persona Board • Supported Living - Payment of Supported Hours
Post Implementation Reviews and Action Tracking First and second follow ups	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>
Contingency for transfer of STH to Council and advice and guidance request	8	<p>Request for 6 audits in relation to:</p> <ul style="list-style-type: none"> • Gas Safety – Performance Data Quality – Draft Report is being prepared. • Fire Safety – Performance Data Quality – Draft Report is being prepared. • Electrical Safety – Performance Data Quality – Audit has been allocated. • Asbestos – Performance Data Quality. • Legionella – Performance Data Quality. • Lift Safety – Performance Data Quality.
Contingency for Investigations and supporting the council’s counter fraud strategy, including revision of whistleblowing policy.	60	<p>Up to 30.09.24, 5 days have been used to investigate 6 whistleblowing cases.</p>

Contingency for reactive or unplanned work, management request, consultancy work and advice and guidance request GMCA Collaboration / reactive GM assurance work	69	Up to 30.09.24, 35 days have been used for reactive / unplanned work and provide advice and guidance to departments.
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	169	
Provisions for annual leave / training / sickness	348	
Provision of ICT review – by Salford Computer Audit Services (System Licencing)	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	754	(Exclude 169 + 348)