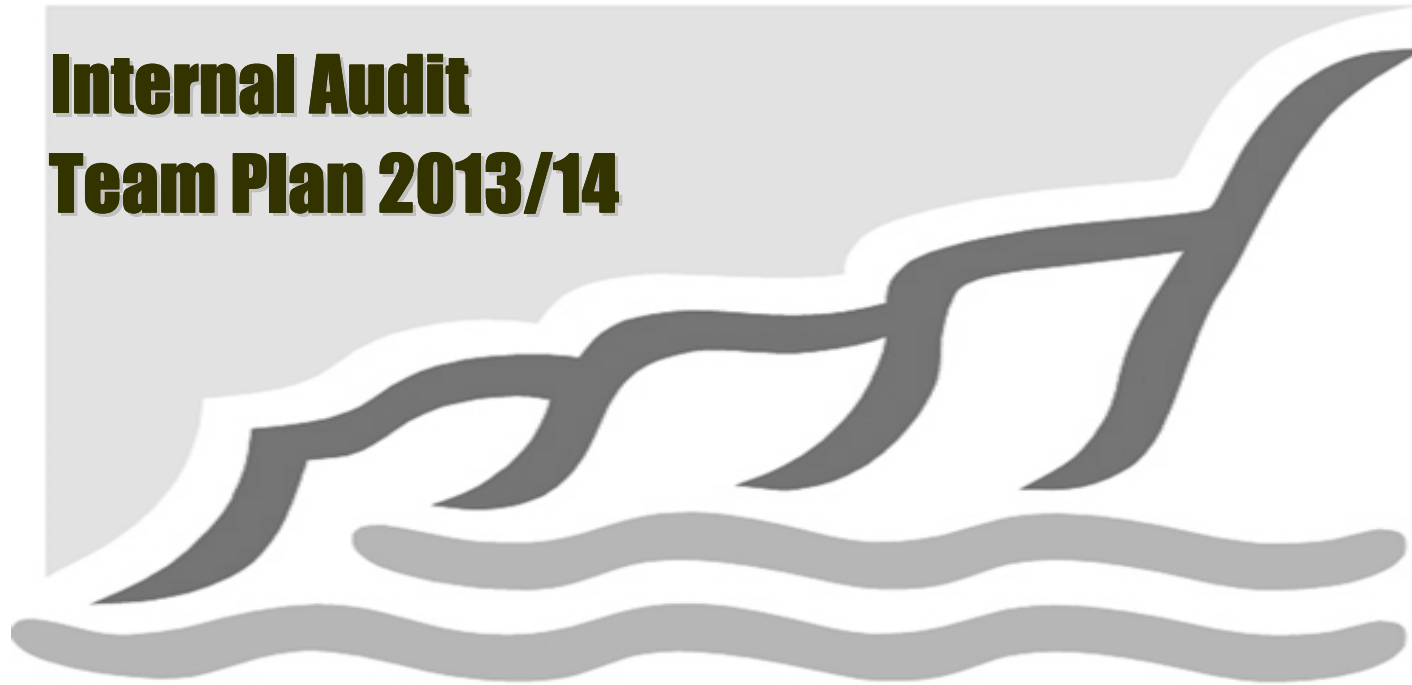


VALE of GLAMORGAN

Internal Audit

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Helen Smith
Service Plan	Resources
Date signed off	
Signed off by	

Outcome 2:	<i>The Vale community benefits from the Council's transparent decision making and good governance.</i>
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Objective 5:	<i>To support and develop the structures, resources and systems needed to deliver and monitor the Council's decision making and governance process.</i>
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Context for this objective:	<i>Internal Audit plays an essential role in supporting the Council to achieve its objectives and outcomes. Internal Audit is an assurance function that primarily provides an independent and objective opinion and adds value to the Council on the control environment by evaluating its effectiveness and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.</i>
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS05/A045	<i>Formalise the Internal Audit Shared Service with Bridgend County Borough Council.</i>	<i>The delivery of an Internal Audit Shared Service which is fit for form and fit for purpose.</i>	H	Helen Smith	1/4/13	31/3/14 (will be subject of iterative reviews)	<i>Based upon provisional IASS establishment of 24 FTE as per approved Business Case.</i>	<i>On track for completion by the due date.</i>
RS05/A046	Co-ordinate and support preparation	The Council is able to	H	Alan Jenkins	1/4/13	30/9/13	Based upon work	Draft Annual Governance

	of the Council's annual governance statement.	demonstrate good governance across all of its areas of operation.		/ Helen Smith			undertaken by IASS (24 FTE see above)	Statement prepared and submitted to the Audit Committee on 29 th April also attached to the Unaudited Statement of Accounts presented to the Audit Committee on 8 th July.
RS05/A048	Work with council services to deliver required efficiency savings targets.	Services demonstrate economical, effective and efficient use of existing resources. Achievement of required efficiencies.	H	Alan Jenkins assisted by Helen Smith	1/4/13	31/3/14 (ongoing)	Will involve input from IASS	On track for completion by the due date.
RS05/A049	Deliver a scheduled programme of audits on a risk based needs assessment.	All high risk areas are covered as part of the annual operational plan for the Internal Audit Shared	H	Helen Smith	1/4/13	31/3/14 (ongoing)	IASS Operational Plan 2013/14 based upon initial resource of 20 FTE	Operational Audit Plan 2013/14 is on track as indicated within the Outturn report for the first quarter April to

		Service.					(provisional IASS establishment set at 24 FTE as per approved business case).	June 13 scheduled to be presented to the Audit Committee in September.
RS05/A050	Support the Council's Audit Committee in discharging their responsibilities in accordance with agreed terms of reference.	Terms of Reference met and Audit Committee can demonstrate their role in the Council's governance arrangements.	H	Helen Smith	1/4/13	31/3/14 (ongoing)	IASS Operational Plan 2013/14 based upon initial resource of 20 FTE (provisional IASS establishment set at 24 FTE as per approved business case).	Forward Work Programme for 2013/14 presented to the Audit Committee on 29 th April for approval.

Outcome 3:	The Vale community is able to benefit from access to high quality, efficient and relevant services delivered by the Resources Directorate.
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Objective 7:	To administer and pay benefits and student support in respect of eligible claimants
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Context for this objective:	Benefit Fraud Investigation forms part of the Internal Audit function and is responsible for the investigation of allegations of Housing and Council Tax Benefit fraud. Fraud Investigators are required to conduct the whole investigation from the initial allegation being received, to closure of the case and preparation of a sanction if appropriate.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
RS07/AO60	Implement appropriate mechanisms to protect the Council's assets and interests from all losses including those	Robust mechanisms in place to provide adequate protection from potential loss.	H	Alan Jenkins assisted by Helen Smith	1/4/13	31/3/14	Provided for within Audit Services.	On track for completion by the due date.

	arising from fraud, irregularity or corruption.							
RS07/A061	Provide an investigation service into allegations of fraud in relation to Council Tax Reduction irregularities.	Appropriate service capacity in place to meet requirements for both CTR fraud investigations.	H	Alan Jenkins assisted by Helen Smith	1/4/13	31/3/14	Provided for within Audit Service.	On track for completion by the due date.
RS07/A062	Prepare for the proposed Single Fraud Investigation Service.	Managed closedown of Benefit Fraud investigation service and transfer to SFIS.	H	Alan Jenkins assisted by Helen Smith	1/4/13	31/3/14	Existing resources plus DWP.	On track for completion by the due date.