



2015 Audit Plan

Vale of Glamorgan Council

Audit year: 2014-15

Issued: March 2015

Document reference: 225A2015

This document is a draft version pending further discussions with the audited and inspected body. Information may not yet have been fully verified and should not be widely distributed.

Status of document

This document has been prepared for the internal use of the Vale of Glamorgan Council as part of work performed/to be performed in accordance with statutory functions.

No responsibility is taken by the Auditor General or the staff of the Wales Audit Office in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000. The section 45 Code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to the Wales Audit Office at infoofficer@wao.gov.uk.

Contents

2015 Audit Plan

Summary	4
Financial audit	4
Certification of grant claims and returns	6
Performance audit	7
Fee, audit team and timetable	9

Appendices

Respective responsibilities	12
Summary of grant claim certification work	14
Performance work in last year's audit outline still in progress	15
National value-for-money studies	16

2015 Audit Plan

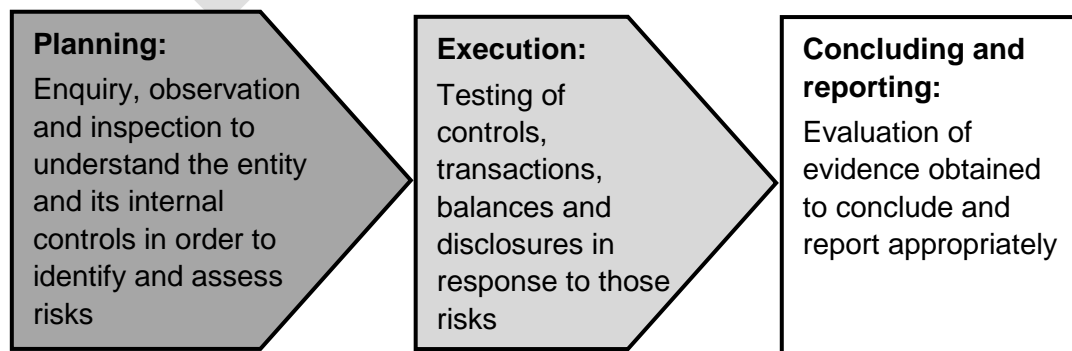
Summary

1. As your external auditor, my objective is to carry out an audit which discharges my statutory duties as Auditor General and fulfils my obligations under the Public Audit (Wales) Act 2004, the Local Government (Wales) Measure 2009 (the Measure), the Local Government Act 1999, and the Code of Audit Practice, namely to:
 - examine and certify whether your financial statements are 'true and fair';
 - assess whether you have made proper arrangements for securing economy, efficiency and effectiveness in the use of resources;
 - audit and assess whether you have discharged duties and met requirements of the Measure; and
 - undertake studies to enable me to make recommendations for improving economy, efficiency and effectiveness or for improving financial or other management arrangements.
2. The purpose of this plan is to set out my proposed work, when it will be undertaken, how much it will cost and who will undertake it.
3. My responsibilities, along with those of management and those charged with governance, are set out in [Appendix 1](#).

Financial audit

4. It is my responsibility to issue a certificate and report on the financial statements which includes an opinion on their 'truth and fairness'.
5. I also consider whether or not the Vale of Glamorgan Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources and report by exception if the Annual Governance Statement does not comply with requirements.
6. [Appendix 1](#) sets out my responsibilities in full.
7. The audit work I undertake to fulfil my responsibilities responds to my assessment of risks. This understanding allows me to develop an audit approach which focuses on addressing specific risks whilst providing assurance for the financial statements as a whole. My audit approach consists of three phases as set out in [Exhibit 1](#).

Exhibit 1: My audit approach



8. The risks of material misstatement which I consider to be significant and which therefore require special audit consideration, are set out in **Exhibit 2**, along with the work I intend to undertake to address them.

Exhibit 2: Financial audit risks

Financial audit risk	Proposed audit response
The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.31-33].	My audit team will: <ul style="list-style-type: none"> • test the appropriateness of journal entries and other adjustments made in preparing the financial statements; • review accounting estimates for biases; and • evaluate the rationale for any significant transactions outside the normal course of business.
There is a risk that employee remuneration and benefit obligations and expenses are understated.	<ul style="list-style-type: none"> • Documentation and walk through of related internal financial controls; • reconciliation of the payroll system to the financial ledger: and • trend analysis on the monthly and weekly pay runs.
There is a risk that creditors relating to core Council activities (eg supplies) are understated or not recorded in correct period.	<ul style="list-style-type: none"> • Documentation and walk through of related internal financial controls; and • review of after date payments to ensure that all liabilities were identified.
There is a risk that Housing and Council Tax benefit is improperly computed.	<ul style="list-style-type: none"> • Review of internal financial controls relating to the calculation of Housing and Council Tax benefit; and • completion of the Housing and Council Tax benefit subsidy certification.

9. There is also a presumed risk of material misstatement due to fraud in revenue recognition and as such should be treated as a significant risk. I have rebutted this presumption in accordance with ISA 240.26-27.
10. I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes, but adopt a concept of materiality. My aim is to identify material misstatements, that is, those that might result in a reader of the accounts being misled. The levels at which I judge such misstatements to be material will be reported to the Audit Committee prior to completion of the audit
11. For reporting purposes, I will treat any misstatements below a 'trivial' level (the lower of five per cent of materiality or £100,000) as not requiring consideration by those charged with governance and therefore I will not report them.

-
12. My fees are based on the following assumptions:
- information provided to support the financial statements is timely, to the quality expected and has been subject to quality assurance review;
 - appropriate accommodation and facilities are provided to enable my audit team to deliver the audit in an efficient manner;
 - all appropriate officials will be available during the audit;
 - you have all the necessary controls and checks in place to enable the Responsible Financial Officer to provide all the assurances that I require in the Letter of Representation addressed to me; and
 - Internal Audit's planned programme of work is complete and management has responded to issues that may have affected the financial statements.
13. In addition to my responsibilities in respect of the audit of the Vale of Glamorgan Council's statutory financial statements set out above, I am also required to certify a return to the Welsh Government which provides information about the Vale of Glamorgan Council to support preparation of Whole of Government Accounts.

Certification of grant claims and returns

14. I have been requested to undertake certification work on the Vale of Glamorgan Council's grant claims and returns.
15. My audit fee for this work is set out in [Exhibit 6](#).

Overall issues identified

16. [Exhibit 3](#) summarises the more significant and/or recurring issues I identified when undertaking grant certification work in 2013-14.

Exhibit 3: Overall issues relating to grant claim and return certification

Qualified grant claims and returns qualified in 2013-14

In 2013-14, we certified 29 grants with a total value of £129 million.

- Eleven were unqualified with no amendment;
- three were unqualified but required an amendment to the final figures;
- one required a qualification to our audit certificate; and
- one was qualified and required an amendment to the final figures.

Effectiveness of grant coordination arrangements

Overall, the Council has good arrangements for preparing its grants and returns and supporting our certification work.

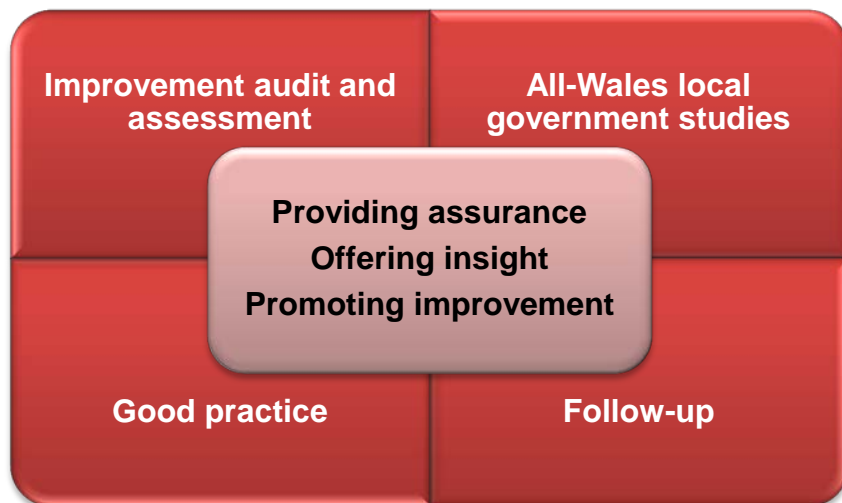
Issues related to specific grant claims and returns

17. In addition to the overall issues identified above, I summarise the more significant issues I have identified relating to individual grant claims and returns in [Appendix 2](#).

Performance audit

18. I am required by the Measure to carry out an improvement assessment for each improvement authority every year, to determine whether the authority is likely to comply with requirements to make arrangements to secure continuous improvement. I must also carry out audits of whether the authority has discharged its duties under the Measure. My improvement assessment work, combined with my work on financial matters, also discharges my responsibility to satisfy myself that the audited body has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
19. I am also required under the Measure to undertake a corporate assessment at each improvement authority. Since 2013-14, I have undertaken this programme of corporate assessments on a cyclical basis. Currently I have agreed with the Welsh Government that I may use the grant that I receive from the Welsh Government to fund the corporate assessment. This means that, in addition to fee-funded improvement assessment and audit work, each authority will receive an in-depth corporate assessment once during a four-year period. I propose to undertake such an assessment of the Council during 2015-16. In the intervening years, I will maintain a 'light-touch' overview of developments and of the progress made by the authority. In the event of emerging issues of concern or matters of priority, I do reserve the flexibility to undertake a more frequent corporate assessment.
20. I set out in this section the 12-month programme of performance audit work to be undertaken at the Vale of Glamorgan Council. The content of the programme has been determined by a consideration of the risks and challenges facing the Vale of Glamorgan Council, the extent of accumulated audit and inspection knowledge, including that of other external review bodies, as well as other available sources of information including the Vale of Glamorgan Council's own mechanisms for review and evaluation.
21. The components of my performance audit work are shown in [Exhibit 4](#) and have been designed in order to help deliver the high-level objectives set out in our 2013-2016 corporate strategy (www.wao.gov.uk/publication/wales-audit-office-corporate-strategy-2013-2016).

Exhibit 4: Components of my performance audit work



22. The performance work I propose to undertake is summarised in [Exhibit 5](#).

Exhibit 5: Contents of my 2015-16 performance audit work programme

	Specific projects
Improvement audit and assessment	<p>Corporate Assessment Review of the Vale of Glamorgan Council's capacity and capability to deliver continuous improvement.</p> <p>'Improvement plan' audit Audit of discharge of duty to publish an improvement plan.</p> <p>'Assessment of performance' audit Audit of discharge of duty to publish an assessment of performance.</p> <p>Financial management review Further work on financial management arrangements following up our 2014-15 review, and looking forward to 2016-17 budget setting and savings proposals. There will also be a focus on reserves position, policy and use of reserves.</p> <p>Governance review Preliminary review in advance of the corporate assessment.</p> <p>Performance management review Preliminary review in advance of the corporate assessment.</p>
Follow-up work	<p>Follow-up work will be used to inform the corporate assessment and will include:</p> <ul style="list-style-type: none"> • Scrutiny arrangements and developments since participation in the Wales Audit Office 2013 shared learning event. • Development of performance evaluation arrangements.

	Specific projects
Local government studies	The strategic approach of councils to income generation and charging for services. Council funding of third-sector services. The effectiveness of local community safety partnerships.
Good practice	In line with my commitment to identify and share good practice, I will continue to host shared learning seminars, identify relevant case studies and focus my work on identifying and promoting effective practice.

23. The performance audit projects included in last year's Audit Plan, which are either still underway or which have been substituted for alternative projects in agreement with you, are set out in [Appendix 3](#).

Fee, audit team and timetable

Fee

24. Your estimated fee for 2015 is set out in [Exhibit 6](#). This figure represents a 0.83 per cent decrease compared to the fee set out in the 2014 annual audit outline.

Exhibit 6: Audit fee

Audit area	Proposed fee (£) ¹	Actual fee last year (£)
Financial audit work	164,000	164,000
Performance audit work:	97,454	99,654
Total fee	261,454	263,654
Grant certification work¹	45,000	42,772

Notes:

¹ Payable as work is undertaken.

25. Planning will be ongoing, and changes to my programme of audit work and therefore my fee, may be required if any key new risks emerge. I shall make no changes without first discussing them with the Vale of Glamorgan Council.
26. Further information on my fee scales and fee setting can be found on the Wales Audit Office website at: www.wao.gov.uk/about-us/fee-scales-and-fee-setting.

¹ The fees shown in this document are exclusive of VAT, which is no longer charged to you.

Audit team

27. The main members of my team, together with their contact details, are summarised in Exhibit 7.

Exhibit 7: My team

Name	Role	Contact number	E-mail address
Anthony Barrett	Assistant Auditor General	02920 320500/ 01244 525970	Anthony.Barrett@wao.gov.uk
John Herniman	Engagement Director	029 2032 0500	John.Herniman@wao.gov.uk
John Golding	Engagement Lead – Financial Audit	0117 305 7802	John.Golding@uk.gt.com
Jane Holownia	Engagement Lead – Performance Audit	029 2032 0500	Jane.Holowina@wao.gov.uk
Llinos Brown	Financial Audit Manager	0117 305 7754	Llinos.Brown@uk.gt.com
Caryl Jenkins	Financial Audit Team Leader	029 2034 7601	Caryl.Jenkins@uk.gt.com
Steve Barry	Performance Audit Manager	07786190210	Steve.Barry@wao.gov.uk
Helen Keatley	Performance Audit Lead	02920 829308	Helen.Keatley@wao.gov.uk

28. I can confirm that my team members are all independent of the Vale of Glamorgan Council and your officers. In addition, I am not aware of any potential conflicts of interest that I need to bring to your attention.

Timetable

29. I will provide reports, or other outputs as agreed, to the Vale of Glamorgan Council covering the areas of work identified in this document. My key milestones are set out in Exhibit 8.

Exhibit 8: Timetable

Planned output	Work undertaken	Report finalised
2015 Audit Plan	January – March 2015	April 2015
Financial accounts work: <ul style="list-style-type: none"> Audit of Financial Statements Report Opinion on Financial Statements Financial Accounts Memorandum 	July – September 2015	September 2015

Planned output	Work undertaken	Report finalised
Performance work: Improvement plan audit Assessment of performance audit Financial management review Governance review Performance management review Corporate Assessment	Estimated June 2015 November 2015 October 2015 August 2015 August 2015 Feb/March 2016	Estimated* June 2015 November 2015 December 2015 September 2015 September 2015 August 2016
Annual Improvement Report	Incorporating corporate assessment	August 2016
2016 Audit Plan	October – December 2015	January 2016

** Subject to timely clearance of draft findings with the Vale of Glamorgan Council*

Appendix 1

Respective responsibilities

Financial audit

As amended by the Public Audit (Wales) Act 2013, the Public Audit (Wales) Act 2004 sets out my powers and duties to undertake your financial audit. It is my responsibility to issue a certificate and report on the financial statements, which includes an opinion on:

- Their 'truth and fairness', providing assurance that they:
 - are free from material misstatement, whether caused by fraud or error;
 - comply with the statutory and other applicable requirements; and
 - comply with all relevant requirements for accounting presentation and disclosure.
- The consistency of information in the Annual Report with the financial statements.

I must also state by exception if the Annual Governance Statement does not comply with requirements, if proper accounting records have not been kept, if disclosures required for remuneration and other transactions have not been made or if I have not received all the information and explanations I require.

The Public Audit (Wales) Act 2004 requires me to assess whether the Vale of Glamorgan Council has made proper arrangements for securing economy, efficiency and effectiveness in the use of resources. To achieve this, I consider:

- the results of the audit work undertaken on the financial statements;
- the Vale of Glamorgan Council's system of internal control, as reported in the Annual Governance Statement and my report thereon;
- the results of other work carried out including work carried out under the Local Government (Wales) Measure 2009 (the Measure), certification of claims and returns, and data-matching exercises;
- the results of the work of other external review bodies where relevant to my responsibilities; and
- any other work that addresses matters not covered by the above, and which I consider necessary to discharge my responsibilities.

The Public Audit (Wales) Act 2004 sets out the rights of the public and electors to inspect the Vale of Glamorgan Council's financial statements and related documents, to ask me, as the Appointed Auditor questions about the accounts and, where appropriate, to challenge items in the accounts. I must also consider whether in the public interest, I should make a report on any matter which comes to my notice in the course of the audit.

My audit work does not relieve management and those charged with governance of their responsibilities which include:

- the preparation of the financial statements and Annual Report in accordance with applicable accounting standards and guidance;
- the keeping of proper accounting records;
- ensuring the regularity of financial transactions; and

-
- securing value for money in the use of resources.

Management agrees to provide me with:

- access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- additional information that I may request from management for the purpose of the audit; and
- unrestricted access to persons within the Vale of Glamorgan Council from whom I determine it necessary to obtain audit evidence.

Management will need to provide me with written representations to confirm:

- that it has fulfilled its responsibilities for the preparation of the financial statements;
- that all transactions have been recorded and are reflected in the financial statements;
- the completeness of the information provided to me for the purposes of the audit; and
- to support other audit evidence relevant to the financial statements or specific assertions in the financial statements if I deem it necessary or if required by ISAs.

Performance audit

The Measure places a general duty on improvement authorities to 'make arrangements to secure continuous improvement in the exercise of [their] functions'. It also places specific requirements on authorities to set improvement objectives, and to publish annual improvement plans and assessments of performance. Improvement authorities are defined as county and county borough councils, national park authorities, and fire and rescue authorities.

The Measure also requires me to carry out an improvement assessment for each improvement authority every year, to determine whether the authority is likely to comply with its general duty and requirements of the Measure. The Auditor General must also carry out an audit of whether the authority has discharged its improvement planning and reporting duties.

The Auditor General may also in some circumstances carry out special inspections (under section 21), in respect of which he will provide a report to the relevant authorities and Ministers, and which he may publish (under section 22). The Auditor General will summarise audit and assessment reports in his published Annual Improvement Report (under section 24). This will also summarise any reports of special inspections.

Appendix 2

Summary of grant claim certification work

Name of scheme	Period of scheme	Total/annual expenditure	Significant issues identified in 2013-14
Housing benefits subsidy	2013-14	£39,212,954	<ul style="list-style-type: none">The Housing Benefit claim was qualified due to a number of issues being identified. These issues include rent officer decisions being incorrectly applied, an overpayment's error and where the transitional arrangement for the change to Housing Benefit regulations to support Local Housing Allowance Consumer Price Index uprating from January 2013 was still applied to claims in 2013/14.

Appendix 3

Performance work in last year's audit outline still in progress

Performance audit project	Status	Comment
Annual Improvement Report	Drafting	Report is currently being drafted. Expected to be issued in May 2015.

DRAFT

Appendix 4

National value-for-money studies

The Vale of Glamorgan Council may also be interested in the national value-for-money examinations which I undertake, some of which will be of particular relevance to, and may involve evidence gathering across, local government. These studies are funded by the National Assembly and are presented to the National Assembly's Public Accounts Committee to support its scrutiny of public expenditure.

The table below covers all of the value-for-money studies work currently programmed, although some of this work is still at an early stage of development. The programme includes all-Wales summaries of audit work undertaken locally in the NHS and reactive examinations into specific issues of public concern that have been raised with me. I will shortly be considering and consulting on potential topic areas for future value-for-money studies to start, and potentially in some cases to be reported, in 2015-16.

Further updates on my programme of value-for-money studies will be provided to you within the regular progress reports prepared by my team.

Topic	Anticipated publication timeframe
GP prescribing	April to June 2015
Welsh Government investment in next generation broadband infrastructure	April to June 2015
Regional education consortia	April to June 2015
Welsh Government acquisition of Cardiff Airport	April to June 2015
Rail services	April to June 2015
Orthopaedic services	April to June 2015
NHS clinical coding	Summer 2015
NHS waiting lists and private practice	Summer 2015
Picture of public services	Autumn 2015
Development of Natural Resources Wales	Autumn 2015
Regeneration Investment Fund for Wales ²	To be confirmed
Wales Life Sciences Investment Fund ³	To be confirmed
Flood and erosion risk management (likely to focus on coastal flooding)	To be confirmed

² While in clearance, the timescale for publication is uncertain for reasons specific to the project.

³ While in clearance, the timescale for publication is uncertain for reasons specific to the project.

Topic	Anticipated publication timeframe
Early intervention and public behaviour change ⁴	To be confirmed
Welsh Government interventions in local government ⁵	To be confirmed
Welsh Government responses to audit recommendations	To be confirmed
Public procurement and the National Procurement Service	To be confirmed

DRAFT

⁴ In the short-term, development of a new picture of public services report will take priority over this work. However, the picture of public services report is likely to reflect on these themes in some way. Wales Audit Office staff will also be exploring opportunities to take forward work in this area as part of our good practice exchange programme.

⁵ Plans for this work are being revisited in light of the Welsh Government commissioned review of the Anglesey intervention by the Public Policy Institute for Wales and to take into account any wider implications arising from the local government reform programme.

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@wao.gov.uk

Website: www.wao.gov.uk

Swyddfa Archwilio Cymru
24 Heol y Gadeirlan
Caerdydd CF11 9LJ

Ffôn: 029 2032 0500

Ffacs: 029 2032 0600

Ffôn Testun: 029 2032 0660

E-bost: info@wao.gov.uk

Gwefan: www.wao.gov.uk