

Update on the delivery of the Vale of Glamorgan Council's Internal Audit Risk Based Audit Plan 2017-18

CROSS CUTTING

Area	Audit Scope	IASS Budget Days	Status
Carry Forward from 2016/17	Provision for those assignments which are still ongoing at the end of 2016/17.		Complete
2016/17 closure of reports	To finalise all draft reports outstanding at the end of 2016/17.		Complete
Good Governance	To provide assurance that key Corporate Governance processes are in place within the Council and that these are operating effectively to enable the Council to be provided with sufficient information to enable them to discharge their responsibilities. To assist the Council in the production of the Annual Governance Statement.	10	Not yet Allocated. HS to pick this up as part of the AGS process
Safeguarding	Case management of safeguarding incidents are dealt with in accordance with the Council's safeguarding policies and procedures. This review will also include an annual assessment of the Council's overall operating model for safeguarding; including reviewing the adequacy of assurances obtained by the Council in respect of safeguarding arrangements in place for vulnerable adults and children.	10	Allocated for Quarter 4
Ethics	In accordance with the Public Sector Internal Audit Standards; review of procedures and processes to demonstrate embedded ethics throughout the Council are operating effectively.		In progress by SWAP (nearing completion)
Performance Indicators	To examine, review and verify the Council's Performance Management Framework. Accurate performance information is a key requirement for the council to confirm that is strategic objectives are being delivered.		Not required for this year

Risk Management	Review of evidence to ensure that the council has a fully embedded risk management system in place that identifies and treats risks to key strategic and operational objectives.		This is to be included as part of the Health Organisation review by SWAP under Risk Management
Project Management / Contract Management / Reshaping Services	<p>Whilst recognising the need to generate savings, there is also a need to ensure that gaps in controls in key risk areas do not emerge as a result of reshaping services. We will review a number of projects and contracts to gain assurance that they have been procured and managed in accordance with the Council's policies and procedures and provide value for money.</p> <p>To gain assurance that high risk projects are being managed in line with the Council's project management methodology and best practice.</p> <p>To provide assistance if necessary on raising awareness of the Council's Contract and Financial Procedure Rules, Project and Contract Management and overarching Governance Framework.</p>		To be included as part of the Health Organisation review by SWAP under the function of Programme and Project Management. Not necessarily including Reshaping Services
Quality Assurance & Improvement Programme / Review of the Effectiveness of Internal Audit	<p>To undertake a series of internal audits to ensure compliance with PSIAS.</p> <p>To review / ensure compliance with the Accounts and Audit (Wales) Regulations 2014 (as amended from time to time) / Public Sector Internal Audit Standards (PSIAS).</p>	5	Ongoing - Contingency
Emerging Risks / unplanned	To enable Audit Services to flexibly respond to provide assurance activity as required.	10	Ongoing - Contingency

Provision of Internal Control / General Advice	To allow auditors to facilitate the provision of risk and control advice which is regularly requested by officers within the authority, including maintained school based staff.	5	Ongoing - Contingency
Audit Committee / Member and CMT Reporting	This allocation covers Member reporting procedures, mainly to the Audit Committee, plan formulation and monitoring, and regular reporting to, and meeting with, the Section 151 Officer, Corporate Management Team and the Internal Audit Shared Service Board.	15	Ongoing
External Audit Liaison	To ensure that a “managed audit” approach is followed in relation to the provision of internal and external audit services.		Ongoing
Follow - Up	Where more serious concerns over the effectiveness of internal controls within the systems being reviewed are identified (and consequently an ‘ineffective’ or ‘poor’ opinion is provided at the time), a follow-up audit is undertaken at an appropriate time, allowing adequate time for the implementation of the recommendations but also taking into account the risk presented to the Council whilst the actions required remain open.	10	Ongoing – will be utilised in quarter 4 as all limited reports will need to be followed up
Recommendation Monitoring	Monitoring the implementation of Internal Audit recommendations in consultation with the service areas which have received these recommendations. During the year, Internal Audit will review the process to ensure recommendations are followed up and reported upon to Audit Committee in a timely, efficient and effective manner.	10	Ongoing – will be utilised in quarter 4 as all outstanding recommendations will need to be chased.
Fraud / Error / Irregularity	<p>Irregularity Investigations - Reactive work where suspected irregularity has been detected.</p> <p>Anti-Fraud & Corruption – Proactive - Proactive counter-fraud work that includes targeted testing of processes with inherent risk of fraud. Also to develop awareness sessions; e-learning; policies and procedures.</p> <p>National Fraud Initiative - Collection of data and analysis of matches for the NFI exercise, acting as first point of contact and providing advice and guidance to key contact officers.</p>	20	Ongoing - Contingency

ENVIRONMENT AND HOUSING DIRECTORATE

Area	Audit Scope	Budget Days	Status
Contract Monitoring	To provide overall assurance on the procedures and processes in place for Contract Monitoring within the Directorate to ensure that improvements in the overall control environment continue.		To be incorporated into Health Organisation review by SWAP within Programme and Project Management.
Waste Management	To review collection performance, arrangements in place for increasing levels of recycling, how customer complaints are dealt with, as well as monitoring costs and collecting income (trade waste).		To be incorporated into Healthy Organisation review by SWAP as part Programme and Project Management
Pool Cars	To provide the necessary assurances on the overall control environment covering the administration and use of the Council's Pool Car scheme.		Complete
Regulatory Services	Assurance Testing – To provide assurance to the Shared Regulatory Service Board on the systems and processes in place in respect of the overall control environment including governance, risk management and internal control.		Complete
Leisure Services	To review the overall control environment including Contract monitoring. Service request to provide management with the necessary assurances that processes for keeping equipment secure are adequate and that processes for signing equipment in and out are appropriate. To make recommendations for any improvements if necessary to reduce the number of incidents of losses.		Complete
Housing	To examine a number of collaboration and partnership arrangements within Housing to ensure that a robust governance framework is clearly evident.		Deferred to 2018/19

Empty and void property management	Review the arrangements to manage empty and void properties to ensure they are promptly and effectively brought into use. This will include ensuring the reporting of data is accurate and sufficiently scrutinised.		These days were utilised for leasehold review. Complete
Housing Rents	This review will assess the controls and processes to manage housing rents including the effective use of the software. An assessment of the administration and management of policies will also be assessed		Complete
Building Services	To review the procedures and process in place for mobile working to ensure compliance.		Deferred to 2018/19

LEARNING AND SKILLS DIRECTORATE

Area	Audit Scope	Budget Days	Status
Catering	To provide assurances as to the robustness of the overall governance structure within the Catering Service.		Deferred - Will be undertaken in 2018/19
Youth Services	Review to provide assurance over the adequacy and effectiveness of the arrangements for the implementation of the Youth Service National Outcomes Framework.		Complete
Schools	To undertake a number of school based reviews in accordance with Internal Audit's risk based schools assessment.	40	CRSAs in progress Assurance Statements in progress School Non Attendance Process in progress EIG Grant complete Co-Ed School Project allocated quarter 4.
Ethics	Review to provide assurance over the adequacy and effectiveness of the ethical arrangements in place within schools.		Included in the CRSA's Complete
Vale Arts Strategy	Review the effectiveness of the Vale Arts Strategy including overarching governance arrangements for any regional working.		Deferred to 2018/19

Area	Audit Scope	Budget Days	Status
Additional Learning Needs Bill	To review the adequacy and effectiveness of early interventions in line with the proposed Additional Learning Needs Bill and to examine the effectiveness of collaboration.		Deferred to 2018/19

MANAGING DIRECTOR – RESOURCES DIRECTORATE

Area	Audit Scope	Budget Days	Status
Core Financial Systems	Full system and compliance audits to provide assurance over the effectiveness of the Council's Core Financial Systems that are material to the production of the Council's accounts and are assessed as high priority and External Audit will place reliance on our work to inform their audit.	70	All to be completed during quarter 3 and 4
ICT	ICT systems within the Directorate of Managing Director – Resources will be undertaken during the year to ensure robust controls are evident.		Trim system review complete. IT systems & Security complete. Further work to be incorporated into the Healthy Organisation review by SWAP under Information Management.
CRC	Under the conditions of the specific grant determination, the Head of Audit must certify that the conditions of the grant have been complied with.	10	Allocated for Quarter 4
Capital Programme	To undertake a review of the procedures and processes associated with Capital Projects / Programme. Particular emphasis will be placed on slippage.		To be incorporated into Healthy Organisation review by SWAP under Programme and Project Management
Payroll	HR Transactional – Selection of a sample of records in relation to new starters, leavers, payroll standing data, deductions etc., to ensure	15	Allocated for quarter 4

Area	Audit Scope	Budget Days	Status
	payments made to Members and Officers are accurate.		
Code of Ethics	To ensure that Senior Officers exercise leadership through high standards of behaviour. Review the mechanisms to ensure that officers are not influenced by prejudice, bias or conflicts of interest.		In progress by SWAP (nearing completion)
Recharges	The audit will examine the arrangements in place for recharging the internal services associated with capital projects.		Complete
Communities for Work	To undertake a review of the procedures and processes associated with Communities for Work.		Complete
eProcurement	This audit will review the procurement framework and a sample of individual procurement activities across the Council in order to evaluate the level of compliance with legislation and the Council's Constitution.		Complete
Insurance	To provide the necessary assurance that the procedure and processes are efficient and effective.		Complete
Registration Services	To provide the necessary assurance that the procedure and processes are efficient and effective.		Deferred to 2018/19
Democratic Services	New Members likely to join the Council following elections in May. Review of new Member induction and training programme will be undertaken.		Complete
Service Planning	Delivery of service plans is key to the achievement of the Council's strategic objectives and realisation of savings required. Review of the process for agreeing service plans, including links to the MTFS and Corporate Plan. Review of arrangements for monitoring delivery of service plans.		Complete
Scrutiny	To review the procedures and processes in place for the consideration and scrutiny of decisions.		Assurance will be taken from the work undertaken by WAO – Overview and Scrutiny – fit for the Future.

SOCIAL SERVICES DIRECTORATE

Area	Audit Scope	Budget Days	Status
Social Services & Wellbeing Act	The formal implementation date of the Act was April 2016, it will take a significant period of time to become embedded due to the introduction of new ways of working and the inevitable impact this will have on the present culture, custom and practice. Therefore, Internal Audit will continue a programme of reviews, provide advice and support where needed to provide overall assurances on the robustness of the systems and processes put in place as they develop.	10	In progress
Deprivation of Liberty (DOLS)	This has been identified as a Corporate Risk and the issues identified by Internal Audit during 2016/17 will be followed up.	20	Allocated for quarter 4
Adoption	To provide assurance to the governance board on the adequacy and effectiveness of the overall control environment including Governance, Risk Management and Internal Control.	10	Complete in Quarter 1 Additional work may be required in quarter 4
Data Security	Review to focus on providing assurance over the arrangements for ensuring the security of key data sets. To review the arrangements in place for the protection of data from loss in light of changes to working initiated by the introduction of mobile and flexible working arrangements.		To be incorporated into the Healthy Organisation review by SWAP under Information Management.
Learning Difficulties	To provide assurances that the procedures and processes in operation are effective.		To be incorporated into Healthy Organisation review under Risk Management
Compliance – Financial Assessments	To provide assurance that procedures and processes in operation for Financial Assessments are efficient, effective and fully compliant.		To be incorporated into Healthy Organisation review under Information Management.

Nursing & Residential Care Packages (Adults)	This audit will review the reassessment / review process for care packages of clients in nursing and residential care to ensure the processes are efficient and effective and meet the client's need.		To be included in 2018/19 audit plan
Children's Social Care Casework	To provide assurance that case management is dealt with in accordance with Council policies and procedures		To be included in 2018/19 audit plan
Emergency Duty Service	To provide assurance over arrangements in place for the Emergency Duty Service, including partnership working.		To be included in 2018/19 audit plan

	Total	Vale 56%	BCBC 44%	Directorate Vale	Vale Days April - Oct	Balance	Nov 17 to March 18 IASS Budget Days
Total days – Nov 17 to March 18	460	258	202				
				Cross Cutting - 420	160	260	95*
				Environment & Housing - 150	85	65	20
				Learning & Skills - 130	56	74	40
				MD & Resources - 315	144	171	95
				Social Services - 130	18	112	10
Total	460	258	202	Total 1,145	463	682	260

(* includes 40 days contingency)