

APPENDIX B

(DRAFT) AUDIT PLAN 2016 / 2017

With the current senior management structure under review and the potential change in departments etc., the initial plans are established based upon the 7 objectives of the Council as set out in the draft Corporate Plan (and are referenced across to the existing department name or area).

- BT: Business Transformation
- CEX: Chief Executive Office
- CORP: Corporate Strategy
- CCS: Customer and Community Services
- ENV: Environment
- SLT: Senior Leadership Team

Separately identified are ongoing assurance works which are routinely undertaken each year e.g. Key Financial Systems; works associated with annual assurance requirements; risk management and follow ups. The table below provides an overview of the breakdown of audit time for 2016/17. A more detailed breakdown of planned audit work is given on the pages that follow.

AUDIT AREA	Days	%
Corporate Plan: Objectives	281	44
Core Systems Assurance Work	48	7.5
Annual Governance and Assurance Work	60	9
Other Resource Provisions	255	39.5
TOTAL	644	100.0

AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
OBJECTIVE 1...DELIVERING SUSTAINABLE PROSPERITY FOR CAMBRIDGE AND FAIR SHARES FOR ALL				
Community Infrastructure Levy	ENV	Project	Ongoing project. Provision of audit input as a critical friend.	8
OBJECTIVE 2...TACKLING THE CITY'S HOUSING CRISIS AND DELIVERING OUR PLANNING OBJECTIVES				
Use of Council Assets	CCS / BT	Risk based	Review will focus on the Use of Council Land to deliver change.	12
Contract Management: Maintenance Programmes	CCS	Risk based	Review of the arrangements for awarding of contracts and contract monitoring in relation to maintenance works.	12
Planned Maintenance: (S.20 Works)	CCS	Risk based	Review of the processes for identifying the costs of works which are rechargeable to leaseholders.	10
OBJECTIVE 3...MAKING CAMBRIDGE SAFER AND MORE INCLUSIVE				
Safer Communities	CCS	Risk based	Cross cutting review to verify effectiveness of partnership working between sections to respond to crime, disorder and safety in the community.	12
Environmental Health: Enforcement	CCS	Risk based	Review of the Enforcement function.	12
Environmental Health: Licensing	CCS	Risk based	Review of the Licensing function.	12
Clay Farm Community Centre	CCS	Project	Ongoing review of this key project.	10

AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
OBJECTIVE 4...INVESTING IN IMPROVING TRANSPORT				
			Assurance will be sought from County in relation to the City Deal	–
OBJECTIVE 5...PROTECTING OUR CITY'S UNIQUE QUALITY OF LIFE				
Cultural Trust	CCS	Post Implementation	Review of the establishment of Cambridge LIVE and the client side arrangements	10
Ditchburn Place: Refurbishment Works	CCS	Project	Provision of a watching brief on this key project	10
OBJECTIVE 6...PROTECTING ESSENTIAL SERVICES AND TRANSFORMING COUNCIL DELIVERY				
Investment Projects	BT	Project	Review of projects which have been supported through additional funding to establish that key outcomes / deliverables are on track	10
Shared Services: Phase 1	BT	Post Implementation	Undertake lessons learnt exercise	12
Programme Office	BT	Project	Gateway reviews of new projects.	25
Service Continuity	SLT	Risk based	Review of service provision	12
Procurement and Commissioning	BT	Compliance	Verification that the Council is complying with new Public Contract Regulations 2015.	12
Sickness Absence	BT	Risk based	The review will look in to establishing whether there is effective management to challenge to improve absence rates.	12
Flexible Working Arrangements	BT	Risk based	The review will focus on the effectiveness of the ICT infrastructure to support flexible working and that services are operating to safe practices	12
Premises Security	BT	Risk Based	Review of arrangements of public access points to buildings	12

AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
OBJECTIVE 6...continued				
Financial Management System	BT	Project	Act as critical friend during initial design phase of the project. As moves to implementation phase, focus will switch reviews to validate that data migration between each interface is correct and robust	12
Telephony	BT	Post Implementation	Review following installation in April 2016	10
Information Governance	BT	Risk Based	Two audits will focus on Cyber Security and Records Management.	12
Support Services	BT	Post Implementation	Lessons learnt review following implementation in April 2016	12
Write Offs: Council Tax	BT	Compliance	Review new processes for the write off of Council Tax debts and account credits	10
Management of Elections	CEX	Risk based	Review of the arrangements for managing elections	10
OBJECTIVE 7...TACKLING CLIMATE CHANGE, AND MAKING CAMBRIDGE CLEANER AND GREENER				
			None identified for year	-

AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
CORE SYSTEMS ASSURANCE WORK				
Core systems are those that are fundamental to providing control assurance for internal financial control and allow the s.151 officer to make their statement included in the authority's Annual Statement of Accounts. The External Auditor also places reliance on the work undertaken by Internal Audit on key systems. Systems are reviewed on a rolling cycle to ensure that all are covered.				
Housing Benefits	CCS	Assurance	System Parameter Testing (Detailed schedules are provided by External Audit)	12
National Non-Domestic Rates	CCS	Systems	To review the property register; liable persons / discounts and exemptions evidenced and recorded; amounts due calculated accurately / promptly demanded; income received and accounted for; non-payment identified and pursued; systems and data secure.	12
Fixed Assets Accounting / Capital Programme	BT	Systems	The audit will assess the arrangements put in place in relation to managing the capital programme. Particular emphasis will be on the approach / arrangements for the disposal of capital assets and the consultation process.	12
Budgetary Control	BT	Systems	The review will focus on the effectiveness of Cost Centre Management.	12
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Audits not planned for 2016 / 2017:

- Council Tax; Main Accounting; Treasury Management; Accounts Payable; Payroll; Accounts Receivable; Payroll; Housing Rents; BACS and VAT.

AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
ANNUAL GOVERNANCE AND ASSURANCE WORK:				
Each year the Council is obliged to issue a statement on the effectiveness of its governance arrangements. This section includes audit work that relates to the production of the Annual Governance Statement				
Annual Audit Opinion	N / A	Assurance	Head of Internal Audit opinion on the state of governance and the internal control framework in place within Cambridge City Council.	8
Internal Audit Effectiveness	N / A	Assurance	Review of the Internal Audit service against the Public Sector Internal Audit Standards.	6
Prevention of Fraud and Corruption	N / A	Assurance	There is a requirement to submit an annual summary report to Civic Affairs Committee on the status and levels of fraud, whistleblowing and corruption within the Council. In addition, an annual survey is completed in relation to this for referral to our External Auditors in order for them to plan their works and understand the dynamics of the Council.	8
Annual Governance Statement	N / A	Assurance	Internal Audit assist in the collation of this information together with Corporate Strategy, Legal Services and Finance and produce the draft Annual Governance Statement and the associated Action Plan to address any significant shortcomings.	8
National Fraud Initiative	N / A	–	Ongoing investigations into anomalies identified through the previous data matching exercise. Coordination and preparation for the next data download for submission to the Cabinet Office in October 2016.	30
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AUDIT ACTIVITY	DEPARTMENT	AUDIT TYPE	SCOPE	DAYS
OTHER RESOURCE PROVISIONS				
Throughout the year, audit activities will include reviews that have not been specified within the Audit Plan, including management requests as a result of changing risks; following up agreed audit actions and completion of audit works from 2015 / 2016 Audit Plan.				
Carry Forward Activities	Various	–	A number of audits roll forward either as a result of starting late in 2015/2016 or being rolled forward due to other activities taking precedence e.g. special investigations.	135
Follow Up Provision	Various	Follow Up	A number of audits completed in previous years where there have been concerns identified are followed up to ensure that agreed actions have been implemented.	30
Contingency: Advice / Requested Works	Various	Advice	Internal Audit act as a focal point to assist officers across the Council in providing advice / support in relation to projects; contracts; procurement or general controls. In addition, as the plan is based only on a snapshot of the Council at any moment in time. Risks and priorities change all the time. An element of time has been set aside to allow for sudden changes to the Plan.	30
Contingency: Fraud / Irregularity	All	–	No matter how robust services and processes are, there is always the potential for anomalies to occur. An allocation (arbitrary) of time has been included in the Plan to accommodate : <ul style="list-style-type: none"> - Pro-active counter fraud work; and - Reactive work where suspected irregularities have been detected or reported via the whistleblowing route. 	30
Risk Management	All	–	Coordination, reviewing and monitoring of the Councils risk management framework and reporting to Civic Affairs Committee and Strategic Leadership Team on the implementation of agreed actions identified.	30
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