

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ACCOUNTS AND AUDIT COMMITTEE

Agenda Item No 6

meeting date: 30 MARCH 2016
 title: INTERNAL AUDIT ANNUAL PLAN 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICK AINSCOW

1 PURPOSE

1.1 To submit to committee the internal audit plan for 2016/17.

1.2 Relevance to the Council's ambitions and priorities:

- ❖ The Council has a statutory duty to maintain an adequate and effective system of internal audit to ensure the continued efficient running of its services.

2 BACKGROUND

2.1 All local authorities are required to make proper provision for Internal Audit in line with the 1972 Local Government Act and the Accounts and Audit Regulations 2015. The Public Sector Internal Audit Standards require the proper planning of all audit activity.

3 RISK SCORING

3.1 Internal Audit ensures that good internal controls are inherent in all the Council's systems. All services have been identified into auditable areas and then subjected to a risk assessment process. This risk assessment scores each area against 4 key factors, based on the table shown below:

Risk Factor	Description	Scoring Methodology
Financial Impact	Based on the monetary value of the transactions involved	Highest score given to those areas with substantially monetary value transactions
Primary Objectives	Based on service links to the primary objectives in the Corporate Strategy	Highest score given to those areas that are key to the council achieving its primary objectives
Audit Experience and Assurance	Based on recommendations and assurance levels at past audits	Highest scores given to those areas which have a poor audit experience or low levels of assurance. (New areas automatically score high)
Time since last audit	Based on the time that has elapsed since an audit was last undertaken on the service area	Highest scores given to those areas which have not been audited in the past three years

3.2 Scores are given across these four factors for each auditable area to arrive at a total risk score, from which it is determined whether the area in question is high, medium or low risk. A total score of 4 to 6 is regarded as low risk, of 7 to 9 as medium, and 10 and over as high.

3.3 Using this risk based approach to scoring the Council's service areas, as shown at Annex 1, an operational audit plan is then produced which prioritises resource allocation based on those areas scored as higher risk. All high risk areas are covered annually with the medium risk areas covered at least twice over a three year period. The number of days allocated to each area is based on past experience and level of

testing required. Low risk areas are aimed to be covered over the longer term where resources allow.

4 CONSULTING ON THE ANNUAL AUDIT PLAN

- 4.1 Directors and Heads of Service were also consulted, asking for any comments on proposals. They are also asked for information on any new and emerging risks that the audit team should be aware of, and for any information on service changes.
- 4.2 Importantly, there has also been consultation with our external auditors on our proposed audit plan. In undertaking their work, there are areas where the external auditors place reliance on the work of the internal audit section. Consulting with external audit also helps avoid areas of duplication in both external and internal audit work over the course of the forthcoming financial year, enabling better and more efficient planning.

5 INTERNAL AUDIT ANNUAL AUDIT PLAN 2016/17

- 5.1 Using the risk scoring exercise above, we are able to construct a better informed risk based audit plan for the coming year. The proposed audit plan for 2016/17 is attached at Annex 2.
- 5.2 Within the 2016/17 year all high risk category audit areas have been included in the audit plan. As there would be available resources after inclusion of the high risk areas, all medium risk areas have also been included. Should resources allow as the year progresses, it may be possible to include some of the low risk areas.
- 5.3 With regard to risk management, internal audit will continue to have a monitoring role during 2016/17. Risk owners are asked to review all their risks periodically in accordance with agreed timescales, and we will monitor all risks to ensure this is being done with any red risks being reported to this Committee.
- 5.4 We will continue to allow a number of days in the audit plan for contingencies. This is to account for any work carried out that is unplanned e.g. possible fraud investigations, complaints from members of the public or pieces of work carried out following specific requests from Directors or Heads of Service.
- 5.5 Further work will also be programmed for computer audit reviews, however, this will fall outside the audit plan as we do not have the necessary expertise in house for this area of audit work. The Council have an earmarked reserve for use in the procurement of such external provision.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2016/17 internal audit plan.

PRINCIPAL AUDITOR
AA2-16/MA/AC

DIRECTOR OF RESOURCES

17 March 2016

For further information please ask for Mick Ainscow.

SCORING OF ALL SERVICE AREAS FOR RISK 2016/17 **Annex 1**

		RISK FACTOR				
AUDIT AREA	FINANCIAL IMPACT	PRIMARY OBJECTIVES	AUDIT EXPERIENCE AND ASSURANCE	TIME SINCE LAST AUDIT	TOTAL	
Fundamental Systems	Main Accounting	3	3	1	1	8
	Creditors	3	3	1	1	8
	Sundry Debtors	3	3	1	1	8
	Payroll	3	3	1	1	8
	Council Tax	3	3	1	1	8
	Housing Benefits/Council Tax Support	3	3	1	1	8
	NNDR/Business Rates Pooling	3	3	1	1	8
	Cash Receipting	3	3	1	1	8
Non-fundamental Systems	VAT	3	3	2	3	11
	Stores	2	2	1	3	8
	Procurement	3	3	1	3	10
	Treasury Management	3	3	1	1	8
	Asset Management	3	3	1	1	8
Resources	Car Allowances/Staff Expenses	2	1	1	1	5
	Car Loans/Leasing	1	1	1	3	6
	Petty Cash/Floats	1	1	1	1	4
	Members' Allowances	2	3	1	1	7
	HR and Recruitment	2	3	1	1	7
	Insurance	3	2	1	1	7
Chief Executives	Land Charges	3	2	1	1	7
	Clitheroe Market	2	2	1	1	6
	Cemetery	2	2	1	3	8
	Licences	2	2	1	1	6
	Building Control	3	2	1	1	7
	Business Continuity	3	3	3	3	12
	Environmental Health	3	3	3*	3*	12
Community	Planning Applications	3	2	1	1	7
	Car Parking	3	2	2	3	10
	VIC/Platform Gallery	2	3	2	1	8
	Trade and Domestic Refuse Collection	2	3	1	1	7
	Museum/Café	2	2	3*	3*	10
	Healthy Lifestyles	3	3	1	1	8
	Ribblesdale Pool	2	3	1	1	7
	Data Protection	1	2	1	3	7
Other Areas	Partnership Arrangements	3	3	1	1	8
	Grants Received	3	3	1	1	8
	Grants Paid	3	3	1	1	8
	Flexi-time System	1	1	2	2	6
	Section 106 Agreements/ Planning Enforcement	3	2	3*	3*	11
	Fees and Charges/Cash Collection Procedures	3	2	1	1	7
	Transparency/Open Data	1	1	3*	3*	8
	Externally Contracted Provision of RVBC Services	2	2	3*	3*	10

*Scored high as not previously included as a separate audit area

PROPOSED INTERNAL AUDIT ANNUAL PLAN 2016/17

Operational Audit Plan 2016/17			Days
	Number of days available		780
	Less:		
	Bank Hols/Statutory	36	
	Annual Leave	74	
	Non-Audit Duties (Insurance, etc.)	25	
	College	30	(165)
	Actual auditing days available		615
Risk Score	Area Of Activity		
	<i>Fundamental Systems</i>		
8	Main Accounting	25	
8	Creditors	25	
8	Sundry Debtors	25	
8	Payroll	30	
8	Council Tax	40	
8	Housing Benefits/Council Tax Support	45	
8	NNDR/Business Rates Pooling	40	
8	Cash Receipting	15	245
	<i>Non Fundamental Systems</i>		
11	VAT	20	
8	Treasury Management	12	
10	Procurement	20	
8	Stores	6	
8	Asset Management	10	68

Risk Score	Area of Activity		
	<i>Probity/Regularity</i>		
7	Members Allowances	5	
7	HR and Recruitment	15	
7	Insurance	15	
7	Land Charges	5	
7	Fees and Charges/Cash Collection Procedures	10	
12	Business Continuity	15	
10	Car Parking	10	
8	VIC/Platform Gallery	5	
7	Trade and Domestic/Refuse Collection	10	
7	Ribblesdale Pool	5	
8	Cemetery	5	
8	Partnership Arrangements	10	
8	Grants received	10	
8	Grants paid	10	
12	Environmental Health	10	
11	Section 106 Agreements/Planning Enforcement	15	
7	Building Control	10	
7	Planning Applications	10	
7	Data Protection	10	
10	Museum/Café	10	
8	Healthy Lifestyles	5	
8	Transparency/Open Data	10	
10	Externally Contracted Provision of RVBC services	15	225
	<i>Continuous Activity/Ongoing Checks</i>		
	Income Monitoring	12	12

	Contingencies	25	25
	Risk Management	15	
	Corporate Governance	20	
	Performance Indicators	5	40
	Total Planned Audit Work		615