

5.5 The resources can be broken down into:

Allocation of Resources to Audit Plan Requirements

| | |
|--------------------------------------|------------|
| Audits covering both Councils | 322 |
| SBC only Audits | 40 |
| CCDC only Audits | 80 |
| IT Audit Plan | 60 |
| IHL Audit Plan | 40 |
| Total Days | 542 |

Time allocated to CCDC only audits is proportionally larger than SBC only audit due to the Housing functions.

5.6 The resources available for the year are considered sufficient to cover enough work to adequately inform the Annual Audit Opinion for 2024-25

Annual Audit Plan

5.7 Normally, a full review of the “Audit Universe” would take place and be presented to Committee setting out all the possible areas for review and the risk scores determined for 2024-25. However a full review of the Audit Universe has not been undertaken this year due to the issuing of Statutory Recommendations for both Councils in the VFM reports for which Improvement Plans were approved by Cabinet and Full Council in March 2024.

5.8 We are not presenting a full year’s audit plan for 2025 we are instead proposing to adapt a more flexible approach so that we can be more responsive to a number of factors including:

- Shared Service transformation work
- Senior Management restructure
- Work relating to the delivery of the VFM Improvement Plans
- Capacity issues in the team
- New External Auditor’s and any additional requirements from them on the Internal Audit Team
- Delivery of a number of high-profile major projects

5.9 The methodology proposed is that the Chief Internal Auditor in consultation with the Deputy Chief Executive Resources and s151 Officer and the Head of Transformation and Assurance will compile an indicative work plan for each quarter alongside a higher level outline plan listing of areas for potential review later in the year which will be informed by information and requests from managers.

5.10 The quarterly plan will be derived from discussions with Leadership Team and other relevant Managers as well as awareness of work being carried out on the Corporate Improvement Plans and Major Projects. Where necessary the plan will be flexible and be revised and updated within each quarter to focus on the highest risk areas and emerging issues.

- 5.11 The Audit Committee will receive updates on the indicative list of audits for each quarter and progress on the delivery of audit work throughout the year.
- 5.12 Work this year will focus on three main areas:
- (i) the completion of the Corporate Improvement Plans to deliver the recommendation contained in the VFM Reports;
 - (ii) major projects;
 - (iii) key financial systems.
- 5.13 Any additional time will be spent on operational areas deemed to be higher risk or where low assurances have previously been provided by Internal Audit.
- 5.14 A table setting out the key areas for audit work which have already been identified and how they relate to each Council grouped to align with corporate objectives is set out in **APPENDIX 2**.
- 5.15 An IT Audit Plan has not yet been produced. Discussions will take place with the IT Audit Contractor, the Chief Technology Officer and the Chief Internal Auditor and Risk Manager to determine an IT Audit Plan for the year which will be reported to Audit Committee separately.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

APPENDIX 1: Available Audit Resources 2024-25

APPENDIX 2: Internal Audit Plan Areas - 2024-25

8 Previous Consideration

None

9 Background Papers

File of working papers held by the Chief Internal Auditor and Risk Manager

Contact Officer: Stephen Baddeley

Telephone Number: 01543 464415

Report Track: Audit and Accounts Committee 19 March 2024 (Only)

Key Decision: N/A

Appendix 1

Internal Audit Plan 2024-25

Estimated Available Audit Resources 2024-25

| | General Audit Total | IT Audit Support | Total Days |
|--|------------------------|---------------------|------------|
| Staffing of the Team (Excludes Chief Internal Auditor) | 3 | | |
| In House Total Days | 653 | | 653 |
| External Support | 150 | 60 | 210 |
| Days Available | 803 | 60 | 863 |
| Less Non-Operational (leave, training etc) | 193 | | 193 |
| Chargeable Days | 610 | 60 | 670 |
| Chargeable Work | | | |
| NFI | 8 | | 8 |
| Advice, Consultancy | 60 | | 60 |
| Contingency Budget | 45 | | 45 |
| Follow-ups | 15 | | 15 |
| Audits | 482 | 60 | 542 |
| Chargeable Days | 610 | 60 | 670 |

Appendix 2

Internal Audit Plan 2024-25

Audit Plan Outline Areas - 2024-25

The Economy

| Shared Areas | CCDC | SBC |
|--|------|-----|
| CCDC Levelling Up Scheme | Y | |
| SBC - Regeneration Schemes (Future High Streets/Levelling-up) <ul style="list-style-type: none"> • Guildhall Site • Coop Site • Station Gateway | | Y |
| Development Management | Y | Y |

Health and Wellbeing

| Audit Area | CCDC | SBC |
|--|------|-----|
| Housing VFM Actions <ul style="list-style-type: none"> • Compliance • Planned Works • Asset Management | Y | |
| Housing Areas <ul style="list-style-type: none"> • Stores • Responsive Repairs • Voids • Gas Contract (Q2) | Y | |
| Homelessness and Housing Advice (Deferred 2023-24) | Y | Y |
| Leisure new Performance/Contract Monitoring Arrangements | | Y |

Community, Environment and Climate Change

| Audit Area | CCDC | SBC |
|--------------------------------------|------|-----|
| Chargeable Waste System and Controls | Y | |
| Tree Management | Y | Y |
| Building Control - new arrangements | Y | Y |
| Land Charges Transfer and New System | Y | Y |

The Council

| Audit Area | CCDC | SBC |
|---|------|-----|
| Key Systems (for Q3/4) <ul style="list-style-type: none"> • HB (In house) • Council Tax • NNDR • Payroll | Y | Y |
| Corporate VFM Actions <ul style="list-style-type: none"> • Finance Processes • Assurance Functions • Fraud • Asset Management | Y | Y |
| New Customer Relationship System (GOSS) | Y | Y |
| HR <ul style="list-style-type: none"> • Recruitment and Selection • Managing Absence | Y | Y |
| Data Quality Arrangements | Y | Y |
| Finance <ul style="list-style-type: none"> • General Ledger Review • New finance System Implementation Lessons Learnt • Bank Reconciliation (Deferred 2023-24) • Purchasing Cards | Y | Y |

IT Plan Potential Areas for Review

- New Customer Relationship System (GOSS) IT Controls