



REPORT TO: OVERVIEW AND SCRUTINY COMMITTEE

DATE: 18 FEBRUARY 2010

REPORT OF THE: CORPORATE DIRECTOR (s151)
PAUL CRESSWELL

TITLE OF REPORT: INTERNAL AUDIT – 2010/11 AUDIT PLAN

WARDS AFFECTED: ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report presents the Internal Audit Plan for 2010/11 from the North Yorkshire Audit Partnership (Annex A).

2.0 RECOMMENDATION

2.1 It is recommended that members receive this report and endorse the plan.

3.0 REASON FOR RECOMMENDATION

3.1 Internal Audit is a legal requirement for Councils, and furthermore underpins delivery of the Corporate Plan and the Council's strategic themes by ensuring that the control environment is reviewed on a structured and logical basis.

3.2 The Cipfa Code of Practice for Internal Audit in Local Government identifies that the shared interests of the audit committee and internal audit require an effective working relationship. Part of that is the monitoring of progress against, the internal audit strategy and plan.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks.

REPORT

5.0 BACKGROUND AND INTRODUCTION

5.1 The Internal Audit plan has been drafted using the Partnership's risk assessment model. This model considers various aspects appertaining to activities within Ryedale DC and assesses the level of inherent risk. This then determines the relative frequency of audit.

5.2 The Council has had an agreed plan of 265 days for a number of years, and our range of work is therefore constrained by that limit.

5.3 The plan is, as usual subject to appropriate consultation and is agreed with the Corporate Director (s151).

6.0 POLICY CONTEXT

6.1 This report and the Audit Plan support the Council's requirement to comply with all legislation. It also supports all the Corporate Aims of the Council, by evaluating the overall internal control framework through which the aims are achieved.

6.2 This work within the Internal Audit plan supports the Council's Corporate Strategic Objective of providing strong Community Leadership, by demonstrating a commitment to local democracy and accountability.

7.0 CONSULTATION

7.1 No external consultation has been undertaken. The Audit Partnership liaises with the Corporate Director (s151) who has responsibility to ensure that there is an effective system of internal control.

7.2 Where appropriate the Partnership has undertaken consultation with Heads of Service.

8.0 REPORT DETAILS

8.1 The audit plan, detailed in Annex A, sets out the work to be covered in the forthcoming year.

8.2 The plan is agreed between the Corporate Director, the Council's s151 Officer and the Audit Partnership. In addition views are sought from Heads of Service, and the Council's external auditors. This wider review is to ensure that the plan is relevant and appropriate to the Council's needs.

8.3 The view sought from the Council's external auditors is appropriate to the continuing expectation that the Partnership works closely with them to minimise the cost of external audit by allowing them to be able to place reliance on the Partnership's audit plan and work in their assessment of the Council.

8.4 This does tend to distort the plan to a degree as they expect that we audit the material systems of the Council on an annual basis. This drives part of the plan outwith the Partnership's risk assessment. Typically this work accounts for around 40% of the annual plan.

8.5 Progress against the plan is reported to the Overview & Scrutiny (Audit) Committee on a regular basis, and the plan itself will be reviewed during the year to take cognisance of changes within the audit environment. This review will reported to the Committee at its autumn meeting.

9.0 IMPLICATIONS

9.1 The following implications have been identified:

a) Financial

There are no financial implications, beyond the existing budget for Internal Audit.

- b) Legal
None directly, though individual audit reports may have implications
- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental, Crime & Disorder)
None directly, though individual audit reports may have implications

Paul Cresswell
Corporate Director (s151)

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Background Papers:
None

Background Papers are available for inspection at:

NORTH YORKSHIRE AUDIT PARTNERSHIP

RYEDALE DC ~ AUDIT PLAN 2010/11 to 2013/14

	2010/11	2011/12	2012/13	2013/14
	days	days	days	days
<u>Material Systems Regularity Assurance (MSRA)</u>				
20110 Council Tax	14	14	14	14
20120 Creditors	15	15	15	15
20121 Creditors ~ Counter Fraud audit				
20130 Debtors	11	11	11	11
20140 G. Ledger + Bank Reconciliations	12	12	12	12
20150 Housing Benefits	15	15	15	15
20170 Income System	11	11	11	11
20180 NNDR	12	12	12	12
20190 Payroll	6	6	6	6
20200 Treasury Mgt	9	9	9	9
22520 Capital A/C; Asset Management	6	6	6	6
	111	111	111	111
	42%	42%	42%	42%
<u>Identified Risk Assurance (IRA)</u>				
	7	7	7	7
Corporate Risk Register Actions				
Service Risk Register Actions				
<u>Cyclical Assurance (CA)</u>				
<u>Head of Environmental Services - Phil Long</u>				
Health and Environment - Steve Richmond				
21400 Leisure Contract (CL Ltd)	0	8	0	0
22070 Dog Warden & Enforcement	0	6	0	0
22085 Food Safety	0	6	0	0
22111 Licencing Act(s)	0	0	8	0
22114 <i>Gambling Act 2005 inc in 2111</i>	0	0	0	0
22120 Markets	0	0	7	0
22130 Pest Control	0	0	7	0
22150 <i>Pollution Control</i>	0	0	0	0
	0	20	22	0
Street Scene Services - Beckie Bennett				
21530 Restaurant	0	0	0	5
21590 Waste Man/G Maint/Recycle	0	9	0	0
21680 <i>Vehicles & Plant</i> <i>(incl. Garages & Depots)</i>	0	0	0	0
OVERVIEW AND SCRUTINY				

NORTH YORKSHIRE AUDIT PARTNERSHIP

RYEDALE DC ~ AUDIT PLAN 2010/11 to 2013/14

	2010/11	2011/12	2012/13	2013/14
	days	days	days	days
22050 Car Parks	0	8	0	0
22110 Hackney Carriage licences	7	0	0	7
22160 <i>Public Conveniences</i>	0	0	0	0
22170 <i>Recycling - see Waste Mgt</i>	0	0	0	0
22180 Trade Refuse	0	0	6	0
22181 <i>Septic Tanks</i>	0	0	0	0
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	7	17	6	12

Facilities and Emergency Planning Services - Dave Summers

21665 Internal CCTV	8	0	0	5
21020 Industrial Units	0	0	7	0
21050 Health & Safety	7	0	0	0
21100 Public Offices; Property Maintenance	0	0	6	0
24010 Garages & Depots (inc Vehicles & Plant)	10	0	0	10
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	25	0	13	15

Head of Economy and Housing - Julian Rudd

Economic and Community - Jos Holmes

21015 Community Safety (& CDRP)	7	0	0	8
23580 Cultural Grants	7	0	0	7
23610 Sports Development	0	0	6	0
23640 Tourism & TICs	0	8	0	0
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	14	8	6	15

Housing Services - Richard Etherington

22090 <i>Gypsy Site</i>	0	0	0	0
23005 Housing Strategy & Homelessness	7	0	0	8
23040 <i>Homelessness (incl. in House Strategy)</i>				
23060 Housing Grants (various)	0	0	7	0
23070 Warden Control (incl. RyeCare)	0	7	0	0
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	7	7	7	8

Head of Planning - Gary Housden

Development Control

21070 Local Land Charges	0	0	0	5
22140 Development Control	8	0	0	8
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	8	0	0	13

NORTH YORKSHIRE AUDIT PARTNERSHIP

RYEDALE DC ~ AUDIT PLAN 2010/11 to 2013/14

	2010/11	2011/12	2012/13	2013/14
	days	days	days	days
Forward Planning - Jill Thompson				
22020 Sustainability	0	0	0	10
22140 Local Plan	0	0	7	0
21040 Grant Funding/Payment	0	0	0	0
Market Town Initiative	0	0	0	0
	0	0	7	10
Head of Organisational Development - Louise Sandall				
ICT Services - Mick Phythian				
Human Resources – Jean Pattison				
21650 Personnel & Training	0	7	0	0
Democratic Services - Simon Copley				
21120 Register of Electors				
21125 Election Expenses	0	7	0	0
<u>Head of Transformation - Clare Slater</u>				
Performance Indicators				
Data Quality	7	7	7	7
<u>Legal Services - Anthony Winship</u>				
21060 Legal Services - inc within Debtors	0	0	0	0
<u>Head of Resources - vacant</u>				
Revenue and Finance Services - Trevor Anderson				
21010 Car Leasing/Loans	0	0	6	0
21080 Members Allowances	0	0	0	0
21081 Officers Allowances	5	0	0	7
22530 Insurance	0	0	6	0
22550 Tax Mgt	0	6	7	0
	5	6	19	7
Customer Services and Benefits – Angela Wood				
20155 HB Fraud	0	8	0	0
21130 Reprographics	0	0	0	0
21150 Telephones	0	0	0	0

NORTH YORKSHIRE AUDIT PARTNERSHIP

RYEDALE DC ~ AUDIT PLAN 2010/11 to 2013/14

	2010/11	2011/12	2012/13	2013/14
	days	days	days	days
22200 Concessionary Fares	5	0	0	0
	5	8	0	0
Follow up of agreed audit recommendations	10	10	10	10
Contingency	5	5	5	5
	15	15	15	15
<u>Value Added & Technical (VAT)</u>				
ICT Audit	12	12	12	12
Project support ~ new ICT systems	5	0	0	0
29008 Write-off Approval (system support)	4			
28900 Contract Audit/Procurement	7	7	7	7
	28	19	19	19
<u>Client Support & Advice (CSA)</u>				
External Audit Liaison	3	3	3	3
Client Support	15	15	15	15
- O & S committee (4 times per annum)				
- Reg 6 Review & AGS				
- AGS review & action plan				
- Annual Internal Audit Report				
- CAA; CPA; UoR; support				
Misc Advice	8	8	8	8
	26	26	26	26
	10%			
Total Agreed Audit Days	265	265	265	265