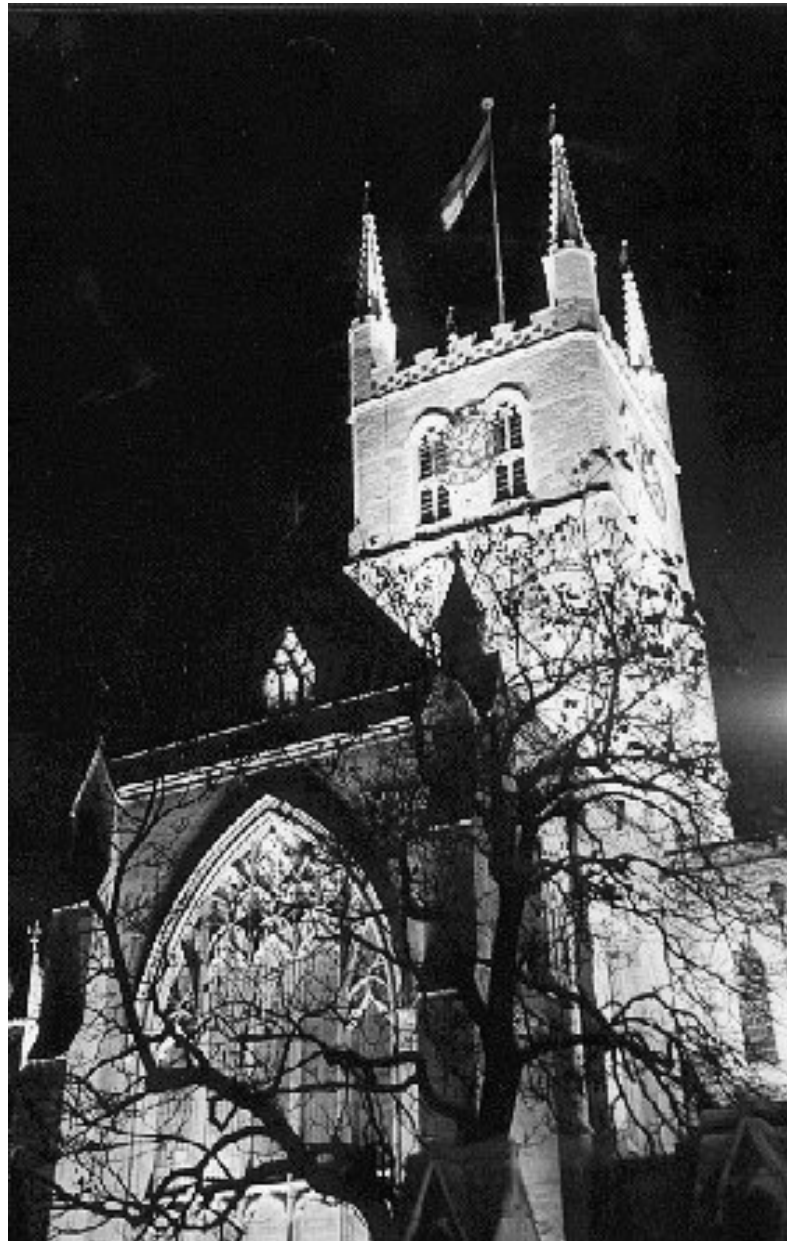


London Borough of Southwark

Internal Audit Plan 2007/08 (Draft)



Introduction

Following the appointment of a Head of Audit and Risk in January 2007 a review of the 2007/08 plan has been conducted. The plan is a single year operational plan and a review process will be commenced to identify a strategic plan for the three years from 2008/9 to 2010/11.

The current plan builds on the previous three year plan following consultation with Chief Officers and a review of the high level risks identified on the Risk Register.

Internal Audit Arrangements

PWC remain the primary provider of Internal Audit work, however, to complement this arrangement there is also a small in-house provision. The work of the team is very much with the emphasis on working together.

A full planning and consultation process was performed in compiling the three year audit plan. The 2007/08 plan utilised this process as a base point for further consultation with Chief Officers and a review of the updated risk register.

The review of high level risks demonstrates that the plan as a whole will consider all aspects of the risks involved. The associated risks have also been linked to the relevant audit(s) to incorporate in the scoping meetings for the relevant assignments.

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Corporate Audits			
Ref	Audit		Total Number of Days
CA04	Partnership Arrangements – an initial review of the strategic management processes.		34
CA07	Capital Programme Management & Contract Management – compliance review to confirm authorisation processes.		34
CA10	Budgetary Control – a review of the corporate procedures around monitoring and control.		28
CA12	Agency Staff Contract – a compliance review of the new contractual agreements.		20
LBS21	Pensions Accounting – review of the accounting arrangements for fund management including third party agreements.		15
CA23	Construction Industry Scheme – a review of compliance with the new scheme.		10
CA24	Bank Account Control Environment – to confirm the new procedures have robust and adequate controls in operation.		20
CA25	Grant Claims - procedures for grant claims by the authority.		21
LBS01	Creditors – a focus on duplicate payments.		20
LBS02	Grants to Voluntary Organisations – application and monitoring procedures.		20
LBS03	Temporary Accommodation – procurement of and procedures for debtor and write off are adequate.		15
LBS05	HR Spot-Checks (4 Depts) compliance checks against corporate procedures.		20
LBS06	Follow-up Reviews a risk based review to confirm implementation of recommendations.		30
LBS08	Complaints Procedures – to ascertain new procedures are operating robustly.		25
LBS09	Hospitality and Gifts Register – review of monitoring procedures.		15
LBS12	Legal Trading Accounts – a cost benefit analysis of the trading account process.		15
LBS14	Council Tax Arrears – to confirm adequate recovery procedures are in operation.		30

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LBS15	NNDR/Council Tax – New Property Registration review of procedures for identification.		20	
LBS16	Commercial Property Portfolio -		25	
CA26	Asset Valuations – to review procedures for the management of assets.		20	
LBS22	LBS Contingency to meet urgent project requirements.		20	
CA27	Corporate Procurement Cards – a brief review of procedures following the introduction of procurement cards to the council.		5	
	Total		462	

Managed Audits				
Ref	Audit		Total Number of Days	
MA01	Business Process Reviews (10 Business Units) – basic probity audits to confirm compliance with Council procedures.		68	
MA02a	Council Tax – system mapping and probity check.		12	
MA02b	NNDR – system mapping and probity check.		12	
MA02c	Housing Rents– system mapping and probity check.		18	
MA02d	Other Income – system mapping and probity check.		24	
MA03	Payroll (including Pensions Payroll) – system mapping and probity check.		20	
MA04a	Main Accounting Systems – FMS side – system mapping and probity check.		20	
MA04b	Main Accounting Systems – Financial Reporting side – system mapping and probity check.		18	
MA05	Creditor Payments – system mapping and probity check.		20	
MA06	Treasury Management– system mapping and probity check.		15	
MA08	Housing Benefits – system mapping and probity check.		25	
	Total		252	

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Environment and Housing			
Ref	Audit		Total Number of Days
HOU05	Contract Monitoring and Management by Engineering Services. A review of contract monitoring procedures.		20
HOU06 /RG09	Contract Monitoring arrangements for Mouchel Parkman, covering Transport Planning Group, Street Scene Group and Controlled Parking Service.		20
LBS10	Capital Investment Programmes in Area Housing Offices. A review of procedures to confirm probity as well as compliance with Council procedures.		30
ENV03	Cleaner, Greener, Safer – to review contract management arrangements.		14
ENV04	Fleet Services to review the management and maintenance arrangements.		14
LBS11	Culture to confirm compliance with council procedures.		14
ENV09	Highways Maintenance – to assess contract monitoring arrangements including budget monitoring.		20
ENV11	Licensing to identify procedures are adequate to ensure all income due is received.		14
	Total		146

Regeneration			
Ref	Audit		Total Number of Days
RG04	Building Control – Charges – a review of the methodology for calculating charges and recording income.		14
RG05	Overheads for Grants – to review overhead apportionment methodologies are adequate and in line with the terms of the grant.		14
RG07	Planning Applications		14
HOU11	Home improvements – a review of the monitoring and approval processes for financing home improvements in private sector		14
LBS23	Housing – Tenants and Residents Associations. A review of grant award and monitoring arrangements, to include visits to a sample of T&RAs.		30
	Total		86

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Major Projects			
Ref	Audit	Total Number of Days	
RG02	Bermondsey Spa – to identify and assess contract monitoring procedures and compliance with Standing Orders.	15	
LBS17	Regeneration Contingency – to meet Corporate Management priorities.	100	
	Total	115	

Health and Social Care			
Ref	Audit	Total Number of Days	
CSH03	Pooled Budgets and Section 31 to review procedures monitoring procedures.	20	
LBS13	Direct Payments – to confirm the adequacy of controls.	15	
LBS18	Blue Badges – to identify procedures for monitoring and updating the system.	10	
	Total	45	

Children's Services			
Ref	Audit	Total Number of Days	
CSH01	Children's Services and the Children's Trust – to confirm compliance with the Children's act.	11	
CSH02	Direct Payments to Children – a compliance review of the controls in place.	14	
CSH04	Children's National Index – a compliance review with government guidelines and regulations.	12	
CSH05	Common Assessment Tool – to review procedures for shared processes between agencies involved.	12	
CSE01	Children's Centres – Revenue to review income generation procedures.	16	
CSE04	Children and SEN Placements – a review of the placement procedures.	16	
CSE06	Schools - Financial Data Transfers procedures and reconciliations.	18	
CSE08	Child Protection – the adequacy of recruitment checks.	18	
CSE09	Grant Management – apportionment of overheads to grants.	14	
	Total	131	

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IT Audits			
Ref	Audit	Total Number of Days	
IT01	Programme / Project Governance - Health check Review – High level review of the project management procedures.	12	
IT02	Project Assurance - Citrix, Flexible Working, Digital Divide (Ps Back to Community). Confirming project monitoring arrangements for selected projects.	30	
IT03	Social Care Databases/ Data files – data security arrangements.	15	
IT04	Housing Benefits Personal Data (Northgate) – data security arrangements.	20	
IT05	Financial Customer Data - eg, card details – data security arrangements.	15	
IT06	SAP – application controls and security arrangements.	30	
IT07	Benefits System (Northgate) – application controls and security arrangements.	15	
IT08	Housing Rent and Repairs(I-World) - application and security arrangements.	15	
IT10	Council Tax/NNDR (Northgate) – application and security arrangements.	10	
IT11	IT Governance – high level IT policies and procedures.	20	
IT12	Civil Contingencies, Business Continuity Planning /Disaster Recovery. A review of the Council's arrangements for IT and non-IT systems.	15	
IT13	Service Delivery –a review of the Council's IT arrangements against ITIL the industry standard.	28	
LBS20	Serco Contract Review – a review of the new contract arrangements.	20	
	Total	245	

Brought Forward Reviews			
Ref	Audit	Total Number of Days	
BF01 (CSH03)	Disability Payments – a compliance review of the payments process.	14	
BF02 (HOU03)	Management of Tenancy Management Organisations – a review of the Council's Monitoring Procedures.	28	
BF03 (HSC01)	Corporate Governance of Structural Changes to Health & Social Care – a review of the governance implications of the joint structure.	19	
BF04	Regeneration Schemes – Elephant and Castle a review of the early stages of the regeneration scheme.	45	
	Total	106	