
AGENDA ITEM: 11

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Meeting	Audit Committee
Date	20 March 2007
Subject	2006/7 Internal Audit Annual Plan
Report of	Head of Internal Audit and Ethical Governance
Summary	The Committee is asked to consider the Internal Audit annual plan for 2007/8.

Officer Contributors	Head of Internal Audit and Ethical Governance
Status (public or exempt)	Public
Wards affected	N/A
Enclosures	Appendix A: 2007/8 Internal Audit Draft Annual Plan
For decision by	Audit Committee
Function of	Council
Reason for urgency/ exemption from call-in (if appropriate)	Not applicable
Contact for further information	Michael Bradley, Head of Internal Audit and Ethical Governance, Tel No 0208 359 7151

1. RECOMMENDATIONS

- 1.1 That the Audit Committee approve the Draft 2007/8 Internal Audit Annual Plan.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Council is 'committed to managing the Council efficiently, getting the best value for money and investing in services that matter most to our residents.' (Corporate Plan).
- 3.2 Each audit project has been mapped to the corporate priority it supports.
- 3.3 The cross-cutting priority of a 'Better Council for a Better Barnet' sets out how the council will continuously improve the way it works to deliver its priorities and become an excellent organisation. A key element of this is the need for a 'strong and supporting governance framework'. Delivery of this plan will contribute to this aim.

4. RISK MANAGEMENT ISSUES

- 4.1 The purpose of this report is to seek approval for the annual Internal Audit plan for 2007/8. This plan should focus audit resources on the highest risk areas facing the organisation.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 The Audit Plan will support the council in meeting its corporate priorities and promoting community choice. The work scheduled in quarter 3 to examine data quality will assist the council in planning service improvements to disabled residents. This work will also support the council in meeting its public duty to promote disability equality.

6. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 6.1 None directly as a result of this report but addressing the risks identified by internal audit reports may require additional resources.

7. LEGAL ISSUES

- 7.1 None.

8. CONSTITUTIONAL POWERS

- 8.1 Constitution Part 3, Section 2 details the functions of the Audit Committee including "Satisfying the Council that the internal auditor carries out sufficient systematic reviews of the internal control arrangements, both operational (relating to effectiveness, efficiency and economy) and financial".

9. BACKGROUND INFORMATION

2007/8 Draft Annual Audit plan

- 9.1 Attached as an Appendix A to this report is a draft annual audit plan for 2007/8 prepared by the Head of Audit and Ethical Governance after a detailed risk assessment of the Council's systems and consultation with key stakeholders. The audit plan for 2007/8 is presented to the Committee for comment and approval.
- 9.2 The Committee should be satisfied that it can make an appropriate assessment of the internal control environment based on the programme of work outlined in Appendix A.

10. LIST OF BACKGROUND PAPERS

- 10.1 None.

Legal: JEL

CFO: CM

Appendix A

London Borough of Barnet

Internal Audit Service

Draft Audit Plan 2007 - 2008

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Internal Audit Services 2007-2008 Audit Plan

Introduction

Background

The Council has a statutory duty to maintain an adequate and effective internal audit function. The Internal Audit unit provides this function.

Our primary objective is to offer the Council (via the Audit Committee) and Chief Executive an independent and objective appraisal of whether objectives are being met efficiently, effectively and economically. We also provide advice and guidance to management on risk and control issues within individual systems. We aim to achieve this through a planned programme of work based on an annual assessment of the major risks facing the authority.

External Audit

The council's External Auditors, Robson Rhodes, verify the accuracy of the Council's annual financial statements and review the systems in place to support their production. In order to work towards a managed audit approach, we meet regularly with the external auditors to ensure that we plan our work effectively, minimise any duplication of work and ensure that we satisfy the statutory audit requirements.

Internal Audit Performance Standards

Although there are no national performance indicators for Internal Audit, we are continuing our efforts to improve our service to managers. We have a suite of local performance indicators which are approved and monitored by the Audit Committee.

Internal Audit Resources

The annual plan has been drawn up to address the statutory requirements and key risks for the Council, taking into account the available resources within the section. We will be working jointly with our audit partners to deliver the annual plan.

Follow-up audits

All planned audit work undertaken is subject to a formal follow up to ensure that all agreed actions have been implemented. The timing of each follow up review is agreed with the client for the original audit. We report to the Audit Committee summary findings of all internal audit work as well as levels of implementation of agreed actions and the impact that this has on our risk assessment of that area.

Assurance Levels

All internal audit projects result in a statement of assurance of either 'satisfactory', 'limited' or 'no' assurance. These conclusions are based on the number of 'priority 1' risks identified in the report - this indicates that, in the auditor's opinion, there is significant risk that either objectives will not be met efficiently and effectively or that fraud or irregularity will not be prevented or detected.

Deferrals

Occasionally it is necessary to defer (or sometimes delete) audits which have been included in the agreed plan. To ensure that audit resources are maximised we have introduced a short 'substitute list' of audits to be included when audits are 'dropped' from this plan.

The 2007-2008 Internal Audit plan

Key denoting the Corporate Priorities:

BFCYP = A Bright Future for Children and Young People

SV = Supporting the Vulnerable

CGS = Clean, Green and Safe

SS = A Successful Suburb

SH = Strong and Healthy

COMMUNITIES

Children's' Service

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Primary Schools Capital Investment Programme (PSCIP)	Project work to provide advice and guidance to the PSCIP Project on risk management and control aspects. To include a follow-up of work carried out in 2006-7.	DoCS	Ongoing	BFCYP, SH
Human Resources Traded Service	Terms of reference agreed but no request for input.	DoCS	Ongoing	BFCYP
ICS (Integrated Children's Service)	Ongoing work to provide assurance that control processes are being designed and implemented to mitigate risks in key areas of the project implementation.	DoCS	Ongoing	

Children's Act Complaints	Full audit to review the arrangements in place to comply with the specific requirements in the Children's Act in this area.	DoCS	2	BFCYP
Child Protection	Systems audit deferred from 2006-7. A systems to ensure that the needs of children are met through effective review, case planning and monitoring of improved outcomes.	DoCS	2	BFCYP
Development and Consultancy	Follow-up of 2006-7 audit work	DoCS	1	BFCYP
Asset Management (School Buildings)	Follow-up of 2006-7 audit work	DoCS	3	BFCYP
Catering Services	Follow-up of 2006-7 audit work	DoCS	3	BFCYP, SH
SEN Budget and Contract	Follow-up of 2006-7 audit work	DoCS	3	BFCYP, STV
Stock Procurement (Libraries)	Follow-up of 2006-7 audit work	DoCS	3	BFCYP
Management Information Arrangements in Youth and Early Years	Follow-up of 2006-7 audit work	DoCS	3	BFCYP

Looked after Children and Fostering	Follow up of 2006-7 audit work	DoCS	4	BFCYP, STV
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Adult Social Services

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Review of Adult Social Services Assessment & Income, Welfare Rights, Protection of Property and Receivership, Income and Debt Management	Project – Internal Audit will provide input to this project and be represented on the Project Board.	Director of Adult Social Services	1	STV
Electronic Single Assessment Process	Project – Internal Audit will provide input into the on-going development of the Electronic Single Assessment Process. To include a follow-up of work carried out in 2006-7.	Director of Adult Social Services	Ongoing	STV

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Procurement	Project – Internal Audit will provide input (focusing on risk and control) into the development of this area to ensure that the objectives and outcomes as envisaged by the Core Remodelling Programme will be delivered efficiently, effectively and economically.	Director of Adult Social Services	1	STV
Contract Management	As above	Director of Adult Social Services	1	STV
Commissioning	As above	Director of Adult Social Services	1	STV
Financial Management	As above	Director of Adult Social Services	1	STV
Brokerage	As above	Director of Adult Social Services	1	STV
Business Continuity	Project – Internal Audit will contribute to the developing processes for ensuring that there are adequate business continuity arrangements within the service to respond to emergencies such as the potential of a Flu Pandemic.	Director of Adult Social Services	1	STV
Individual Budgets	Project – Internal Audit will contribute to the developing processes for ensuring that there are adequate business processes to enable vulnerable people to manage their own care arrangements through individual budgets, thereby enabling independence and greater choice for e.g. homecare, day-care, meals on wheels, employment of personal assistants.	Director of Adult Social Services	1	STV

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Respite Care	Key Control – A review of the Respite Care Credit Scheme (RCCS) to ensure that effective processes are in place which enables service users or their carers, to arrange their own respite care directly with the residential or nursing home of their choice.	Director of Adult Social Services	3	STV
Data Quality (BVPI)	<p>A review of the performance indicators for the service including the following:</p> <ul style="list-style-type: none"> • Number of direct payments for adults (PAF C51) • Number of direct payments for carers of adults <p>and the two indicators for Children's Services i.e. disabled children and 16 – 18 year olds in receipt of direct payments to ensure that:</p> <ul style="list-style-type: none"> • there is adequate management trail and supporting information • the out-turn information is consistent with other source documents (e.g. such as central government returns – RAP and HH1) • correct definitions have been used and the indicators have been calculated correctly. <p>This will be undertaken annually.</p>	Director of Adult Social Services	3	STV
Learning Disabilities	Follow-up of the review undertaken during 2006-7.	Director of Adult Social Services	1	STV

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Direct Payments	Follow-up of the review undertaken during 2005-6 and project work in 2006-7.	Director of Adult Social Services	3	STV
Community Care Grants Systems (Received)	Follow-up of the review undertaken during 2005-6.	Director of Adult Social Services	3	STV
Integrated Community Equipment Service (ICES)	Follow-up of the work on the Red Cross contract undertaken by Internal Audit during a secondment in 2006-7.	Director of Adult Social Services	4	STV
Information Management/ SWIFT	Follow-up of the review undertaken during 2005-6.	Director of Adult Social Services	4	STV
Strategic Planning and Health Partnership	Follow-up of the review undertaken during 2006-7.	Director of Adult Social Services	4	STV
Community Care Income	Follow-up of the review undertaken during 2006-7.	Director of Adult Social Services	4	STV
Supporting People	Follow-up review following January 2007 external inspection.	Director of Adult Social Services	4	STV

Local Partnerships and Policy

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Partnership Arrangements	Follow-up of the review undertaken during 2006-7.	EDC	3	All

ENVIRONMENT AND REGENERATION

Environment and Transport

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Allotments	Provide advice and guidance for setting up the Trust on as and when basis..	DET	Ongoing	CGS
Transport	Project deferred from 2006-7.	DET	1	SS
Public Transportation and Traffic Management	System review deferred from 2006-7. Full review of the process to deliver Mayor's Transportation strategy through Local Implementation Plan (LIP)	DET	1	SS
Final Accounts	A full systems review of the post SAP process to ensure efficient and effective business processes to make accurate and timely final payments.	DET	2	ALL
Administration of Term Contracts	A full systems review of the new contracts, which have changed from ICE to NEC form, to examine its effectiveness deliver the service and to ensure monitoring process have sound controls.	DET	3	ALL
Street Cleansing	A full systems review of the refocused signature service of the Council.	DET	4	CGS
Parking Control	A systems review on the process to ensure quality of the issued PCNs that reduces successful challenge and thus enabling the	DET	4	ALL

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
	Council to maximise income, including a follow-up of 2006/7 key control review.			
Green Spaces and Grounds Maintenance	Follow-up of the 2006-7 systems review.	DET	1	CGS
Income for Works and Services	Follow-up of 2005-6 systems review.	DET	1	All
Recycling	Follow-up of 2005-6 systems review.	DET	1	CGS
Winter Maintenance	Follow-up of 2006-7 systems review.	DET	1	CGS
Refuse Commercial – Trade Waste	Follow-up of 2006-7 systems review.	DET	2	CGS
Traffic Management Act (TMA) 2004	Follow-up of 2006-7 systems review.	DET	4	CGS SS
Waste Management	Follow-up of 2006-7 systems review.	DET	4	CGS

Planning and Environmental Protection

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Barnet Bond	A project to provide advice and guidance on risk and control issues as and when requested by management.	DEandR	Ongoing	All
Local Land Charges	A review of business processes to ensure a quality service with appropriate controls for notifying all affected parties (including Council departments) any conditions attached to the relevant properties and to maximise Council income.	DPEP	1	All
Hendon Cemetery and Crematorium	A targeted short review of the process to ensure that there is certainty of cremated remains at Hendon Crematorium.	DPEP	1	CGS
Licences	A review of enforcement and income collection.	DPEP	2	STV
Works in Default	Follow-up of review completed in 2006-7.	DPEP	2	STV
Building Control	Follow-up review of work completed in 2006-7.	DPEP	4	CGB

Housing

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Housing Needs and Resources	A project to provide advice and guidance on SAFFRON upgrade.	Head of Housing	Ongoing	SV
Homelessness	A systems review to examine control environment for awarding homeless priority and follow-up recommendations to address weaknesses identified during allocations enquiry.	Head of Housing	1	SV
Housing Revenue Account	A full audit deferred from the 2006-7 plan.	Head of Housing	1	SV
Housing Strategy and Performance	Full systems audit of the strategy and business planning to ensure delivery of the most current Housing Strategy, deferred from 2006-7.	Head of Housing	2	SV
Temporary Accommodation	A systems review of the control environment on procurement and contract monitoring of providers of temporary accommodation.	Head of Housing	2	SV
Housing Benefits	Follow-up of review completed in 2006-7.	Head of Housing	3	SV
Private Sector Leasing	Follow-up of review and responsive work completed in 2006-7.	Head of Housing	4	SV

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Decent Homes Investment Programme	Follow-up of review completed in 2006-7.	Head of Housing	4	SV
Home Ownership	Follow-up of review completed in 2006-7.	Head of Housing	4	SV
Rent Deposit Schemes	Follow-up of review completed in 2006-7.	Head of Housing	4	SV

Strategic Development

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Principle Development Agreement	Follow up of the work carried out in 2006-7	Head of Strategic Development	3	All

CORPORATE GOVERNANCE DIRECTORATE

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Corporate Governance	Follow-up of the work carried out in 2006-7	DCG	Tbc	All

Deputy Director of Corporate Governance

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Graffiti	This full review was deferred from 2006-7 as the service was transferred from Environmental services.	DDCG	1	CGS
Anti Crime Agenda (including Crime Data)	A full systems review of the arrangements for identifying and delivering the anti-crime agenda. Included in the scope will be roles and responsibilities, performance management and management information arrangements.	DDCG	2	CGS
Street Enforcement	2005-6 systems review conducted when the function was in Environmental services. Follow up deferred to Q1 2007-8	DDCG	1	CGS

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Business Continuity	Follow-up of the review completed in 2006-7.	DDCG	4	All
Emergency Planning	Follow-up of the review completed in 2006-7.	DDCG	4	All
Money Laundering	Follow-up of the review completed in 2006-7.	DDCG	4	All
Municipal Elections	Follow up of the review completed in 2006-7	DDCG	4	All

Head of Internal Audit and Ethical Governance

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Computer Misuse and the Law	Follow-up of 2006-7 KC review	HIAandEG	4	All

COMMUNICATIONS and CONSULTATION DIRECTORATE

Consultation

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Consultation	Follow-up of 2006-7 review.	C&CD	4	All

RESOURCES

The Internal Audit plan for the Directorate of Resources will take an innovative approach. The mini-Statement of Internal Control (mini-SIC) and associated risk management and internal control arrangements are well developed in this Directorate and should provide adequate assurance on the achievement of objectives. As a result we will conduct a full review of these arrangements and plan for a significant reduction in the volume of audit projects. (This approach can of course be modified in-year if there prove to be unanticipated gaps in assurance.)

We have identified from the existing mini-SIC, risk registers and our own risk assessments a small number of high risk audit projects to be conducted as well. These are detailed below.

We consider that this approach in conjunction with the revised 'end to end' approach to key financial system audits will most effectively target audit resources.

RESOURCES: STRATEGIC SERVICES

Strategic Finance

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Budgetary Control	Follow-up of the review completed during 2006-7.	HSF	4	All

Strategic HR

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
HR Strategy and Operations	A full audit was deferred from the 2006-7 plan. It is likely that audit involvement will focus on contributing to the project to recentralise HR services; to include the proposed HR and Payroll merger.	HHRS	1	All
Recruitment (including Safer Recruitment)	A follow-up of two pieces of work completed in 2006-7.	HHRS	3	All
Attendance Management	A follow-up of work completed in 2006-7.	HHRS	4	All

Strategic IT

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Electronic Document	Project – Internal Audit will provide input to ensure that the objectives of the project are delivered effectively. To include a	HSIT	Ongoing	STV

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Record Management System	follow-up of work carried out in 2006-7.			
Modernising Ways of working	Review security arrangement against deliverables identified under mobility and remote access, including security, access, data security effective support regime, software licensing etc.	HSIT	2	All
Working with Partners	Review framework with partners such as PCT, NHS and DWP to mitigate technical risks, including issues around connecting and linking to partner systems. The scope for this review will be formally agreed at the end of quarter 2.	HSIT	3	All

Property and Valuations Service

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Accommodation Strategy	Review deferred from 2006-7. A systems review to ensure effective arrangements for the delivery of the accommodation strategy.	DoR	1	All

Business Improvement

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Data Quality (KLOEs)	Internal Audit will advise on the risk/ control aspects during the planned formulation of corporate policy on data quality. Sample testing will be undertaken in services to evidence that policies and procedures are followed by staff and applied consistently throughout the Council	BIM	3	All
Community Strategy	Follow-up of 2006-7 systems audit	CPM	4	All
Golden Thread	Follow-up of 2006-7 systems audit	CPM/ BIM	4	All
Performance and Policy Cycle	Follow-up of 2006-7 systems audit	CE	4	All

RESOURCES: SHARED SERVICES

Shared Service Centre

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Shared Service Centre	Follow up of review conducted in 2006-7 including review of Service Desk	HSSC	4	All
Modernising Core Systems Phase 2	Follow-up of Management Letter 2: Review Post Project Closure	HSSC	1	All

Infrastructure and IS Operations

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Infrastructure	System review deferred from 2006-7. Full systems review of externalised arrangements to ensure effective delivery of service on completion of the project.	HlandISO	1	All
Service and Patch Management	Follow-up of 2006-7 systems audit	HlandISO	2	All

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
IT Assets Management and Disposals	Follow-up of 2006-7 systems audit	HlandISO	3	All
Physical and Environmental Security	Follow-up of 2005-6 systems audit.	HlandISO	4	All

Revenues

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Cashiers Systems	A full systems review, including arrangements for security as Cash Office is due to be relocated.	HSSC/ CRO	2	All
Cash Security Collection	A full systems review to ensure effective cash collection service.	HSSC/ CRO	3	All
Pericles: Council Tax and Housing Benefit 06/07	Follow-up of the 2006-07 project work	HSSC/ CRO	3	All

Finance Support Services

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Milly Apthorp	Annual audit of accounts.	HCS	2	SV
School Balances: Scheme for Financing	Follow-up of the 2006-7 probity audit	HFSS	3	BFCYP

Corporate Services

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Central Contract Monitoring	Follow-up of 2006-7 systems audit	HCS	3	All
Risk Management	Follow-up of 2006-7 systems audit	HCS	4	All

Shared HR Services

Audit Title	Scope/Audit History/Comments	Client	Quarter	Contribution to the Corporate Priorities
Recruitment Phase I	Review deferred from 2006-7	HRSS	1	All

RESOURCES: ORGANISATIONAL DEVELOPMENT and CUSTOMER SERVICES

Information Observatory

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
IS Follow-up Review	Ongoing project to address past audit findings and risks following the Resources restructure	HISS/Hi&ITops	Ongoing	All
Shared Information and Business Intelligence	Follow-up of 2006-7 systems audit	HODCS	4	All

Customer Services

Audit Title	Scope	Client	Quarter	Contribution to the Corporate Priorities
Customer Care	Follow-up of 2006-7 systems audit	A/D,OD&CC	3	All
Web Content Management	Follow-up of 2006-7 systems audit	A/D,OD&CC	3	All

KEY SYSTEMS AUDITS

Purpose

The council's external auditors minimise the work they do by placing reliance on the work of internal audit on certain key systems. These key systems, as agreed with the external auditors and the Chief Finance Officer, are listed below. Our approach to auditing key systems has been discussed and agreed with the external auditor and the Chief Finance Officer with regard to timing, scope and participants.

Approach and Regularity

With the introduction of SAP which integrated many of the previous stand alone financial and non financial systems, it is now necessary to review the key 'end to end' processes/systems. These end to end 'full systems' reviews, which will include review of key controls, will be undertaken at least once every three years to satisfy the duty placed on the external auditors by International Auditing Standards. Each full systems review will be subject to a follow-up within 12 months and where significant improvement has not been confirmed further review may be necessary before the scheduled cycle.

Protocol

The extent of internal audit review will affect the depth of external audit work necessary and hence impact upon the budget for audit fees managed and controlled by the Chief Finance Officer. To enable effective control over the audit fees the Chief Finance Officer will be the main client for all key systems audits identified below, unless stated otherwise, and will therefore participate in scoping and timing of each audit. The Chief Finance Officer will decide on the involvement of officers from other services for scoping and will specify service areas for testing. Where necessary the main client will organise responses for management actions to speed up concluding each audit. The Chief Finance Officer will also be the main client for any follow-up review, unless stated otherwise.

Reporting

All audit reports will be issued to the main client and copies circulated to all those officers identified by the main client.

We have agreed that these key systems should be subject to regular review and have therefore put together a programme, which will ensure that each system is regularly audited. The following table summarises our plans.

Key Systems	Main Client	2007/8	2008/9	2009/10	2010/11
Sales, Invoicing, Income and Debt Management	CFO	Full Review	Follow-up	None	Full Review
Procurement, Contracts and Accounts Payable	CFO	Follow-up	Full Review	Follow-up	None
Stock Management and Control	CFO	Full Review	Follow-up	None	Full Review
LG Pension Administration and Pension Fund	CFO	Follow-up	Full Review	Follow-up	None
Fixed Assets (Capital Expenditure and Property Asset Management)	CFO	Follow-up	None	Full Review	Follow-up
Cash Collection, Banking, Reconciliation and Treasury Management	CFO	Full Review *	Follow-up	None	Full Review
Recruitment, HR and Payroll	HoSS	Full Review	Follow-up	None	Full Review
Council tax (Income and Expenditure)	HoSS	Follow-up	None	Full Review	Follow-up
NNDR	HoSS	Follow-up	None	Full Review	Follow-up
Housing Benefits	HoH	Follow-up	None	Full Review	Follow-up

*(some additional focus required on changes to control team function as well as follow up of any remaining issues from the 'Financial systems and General Ledger' audit which will mostly have been negated by SAP.)

GRANTS AUDITS

Purpose

For certain grants the council's accountable officer, usually the Chief Finance Officer, as identified by the conditions attached to the grant, is required to confirm to the government that he or she has received an audit opinion from the council's Chief Auditor (i.e. for LBB the Head of Audit and Ethical Governance). The opinion should provide reasonable assurance that the relevant return, usually a statement or report on grant usage and/or outcome, meets the conditions attached to the grant agreement. The grants audits, as agreed with the Head of Finance Support Service, are listed below. Our protocol to the grants audits has been discussed and agreed with the Head of Finance Support Service with regard to timing, scope and participants.

Protocol

The relevant Head of service and the council's accountable officer will notify the Head of Audit and Ethical Governance when a grant audit is required at the time a grant application has been approved giving all relevant details to enable proper planning and scheduling of the audit. The extent of internal audit examination will depend on the auditing guidelines and conditions attached to the relevant grant. The accountable officer and/or Head of Finance Support Service will appoint an officer to liaise with the Head of Audit and Ethical Governance to coordinate timing and access to required files and documents to ensure completion of audits efficiently and on time. The coordinator will ensure that the Head of Audit and Ethical Governance is given sufficient time, usually at least four weeks, to undertake and finalise a grant audit. Additional time may be necessary depending on the volume of grants audits required. Each grant audit must be finalised by the date set by the accountable officer, Head of Finance Support or the coordinator and agreed by Head of Audit and Ethical Governance, which will usually be two weeks prior to the deadline set for the return in the grant conditions. Where permissible the accountable officer will provide the Head of Audit and Ethical Governance appropriate sums to meet the cost of the grant audit.

Reporting

All audit certificates will be issued to the accountable officer at the conclusion of each grant audit. We have listed below all grants notified to us that will require auditing.

Grants	Accountable Officer	Coordinator	Grant Period	2007/8 Audit Date (Certification Deadline)	2008/9 Audit Date (Certification Deadline)
Safer Stronger Communities <ul style="list-style-type: none"> • ASB Coordinator and Drug Partnership Support • Building Safer Communities 	CFO	Finance Manager Closing and Compliance	1 April 2006 to 31 March 2008	May 2007 (1 July 2007)	May 2008 (1 July 2008)
Local Area Agreement <ul style="list-style-type: none"> • Children and Young People • Safer and Stronger Communities • Healthier Communities and Older People • Economic Development 	CFO	Finance Manager Forward Planning and Technical	1 April 2007 to 31 March 2010	October 2007 Mid- period review (none)	May 2008 and October 2008 (1 July 2007)