

Annual Internal Audit Plan 2019/20 – October 2019 Review

Corporate and Council Wide Reviews

Audit Title	Broad Scope	Quarter	Progress	Priority
Control and Monitoring of Agency Staff	The Council has procured a new contract for the provision of Agency Staff for temporary resources. This audit will review and test the procedures for controlling and monitoring the new Agency Staff contract with Adecco.	TBC		2
Establishment Control	This audit will review the Council's systems for controlling, monitoring and costing its staffing establishment.	N/A	Deferred to 2020/21 at management's request.	N/A
Delivery of Efficiency Savings	We will provide assurance on the systems and controls for delivering efficiency savings from selected transformation and efficiency programmes and projects.	3		1
Corporate Governance	An annual review of corporate governance across the council, drawing outcomes from the 2018/19 audits to provide Head of Internal Audit's annual audit opinion, and feed into the Annual Governance Statement.	4	This will now be an audit of corporate governance to provide assurance that the Council's governance processes are appropriately controlled and operating effectively.	1

Audit Title	Broad Scope	Quarter	Progress	Priority
Risk Management	To review the Council's risk management strategy and procedures and provide assurance on the effectiveness of risk management across the Council.	3	Fieldwork in progress.	1
Performance Management	A review of systems and controls for governing and managing the Council's performance management culture.	3	Planning	1
Statutory Compliance with Health and Safety at work procedures	We will review the Council's arrangements for complying with the statutory Health and Safety regulations.	3	Fieldwork in progress.	1
Financial Regulations and Waivers	We will test compliance with the Council's financial regulations and waivers to provide assurance that the Council's financial governance is sound and secure.	3	Scope revised to focus on scheme of financial delegation. Reporting in draft but not issued.	1
Key Decision Process, including Mayor's Executive Decisions and Officer Delegated key Decisions	An audit of the adequacy and effectiveness of controls over Council key decisions, including Mayor's Executive and Officer Delegated Decisions to ensure that key decisions are documented, consulted on where appropriate, taken by those with authority to do so and published as required.	4		1

Governance

Audit Title	Broad Scope	Quarter	Progress	Priority
Charging for Legal Services	A review of systems and controls for charging for Legal Services. The scope of the audit will be discussed with the Corporate Director, Governance.	N/A	Deferred to 2020/21 at management's request.	N/A
Mainstream Grants to Voluntary Sector Organisations.	To provide assurance over the systems and controls for managing and monitoring the Mainstream Grants programme to ensure that the grant funding to voluntary sector provides value for money.	4		1
Management of Controlled Stationery at Registrar's Office	The Registrar's Office has various controlled documents such as certificates of Births, Deaths and Marriages. We will review the system for controlling and monitoring the stocks of these controlled stationery to manage the risk of loss, theft and misuse of these documents.	N/A	Cancelled as reviewed by General Registrar's Office.	N/A
Information Governance – Data Quality	To provide assurance regarding compliance with data governance legislation.	3		1

Health, Adults and Community

Audit Title	Broad Scope	Quarter	Progress	Priority
Electronic Home Care System	To provide assurance that the newly implemented electronic system is operating effectively.	N/A	Cancelled as being managed as a separate project due to significant implementation issues.	N/A
Deputyships	To review the systems and controls for managing the Deputyships and Appointeeships arrangements.	3	Engagement plan issued.	1
S.75 Joint Funding Agreements	To provide assurance that controls around S.75 Joint Funding Arrangements are sound and secure.	N/A	Deferred to 2020/21 at management's request.	N/A
Quality Assurance systems for Adults	To provide assurance that adequate processes exist by means of a quality assurance framework to ensure the delivery of quality, person centred and safe care to all adult service users.	TBC	This was deferred to 2020/21 at management's request; however we will revisit this request with management.	TBC
CCTV	To review systems and controls over the efficiency and effectiveness of the CCTV operation.	4	Planning complete. Management requested audit be moved to Q4.	1
Adults Safeguarding including Financial Safeguarding	To examine the effectiveness of systems and controls for safeguarding vulnerable adults from harm, negligence, abuse and injury.	4		1

Corporate Director – Children and Culture

Audit Title	Broad Scope	Quarter	Progress	Priority
Group Schools PFI - Contract Monitoring	An audit of contract management and monitoring of the services provided under the Grouped School PFI contract. To provide assurance that controls are in place to ensure that all required services are delivered and that the payment mechanism is effective.	3		1
Gorsefield Outdoor Centre	This will be governance and value for money review of the Centre to provide assurance that the Centre is operating efficiently and effectively.	TBC		2
Schools Probity Audit	We will select a sample of schools for conducting thematic reviews of school-based systems and controls. The topics of thematic reviews will be agreed with the Divisional Director Education and Partnerships.	3/4		1
Quality Assurance for Safeguarding Children	To provide assurance on the adequacy and effectiveness of quality assurance processes, including case file reviews and audits to ensure key safeguarding risks are managed and lessons learnt are factored into the decision making process.	3	Draft report prepared.	1

Audit Title	Broad Scope	Quarter	Progress	Priority
Children Supported under No Recourse to Public Funds	This audit will have an Anti-fraud stance ensuring that there are sound controls in place around prevention and detection of fraud among families who are supported by the Council under the no recourse to public funds budget to safeguard vulnerable children.	3	Fieldwork in progress.	1
Unaccompanied Asylum Seekers with Children	To review systems and controls to support unaccompanied asylum seekers.	3		1
Leisure Services (GLL) Contract Extension	To provide assurance that the contract extension awarded to GLL has achieved the objectives and priorities of the council and that contract terms and conditions are complied with and monitored.	TBC		2
AEG Events Management Contract	Audit to review contract monitoring arrangements to ensure that this concession contract delivers the objectives and priorities set in the contract.	3	Fieldwork in progress.	1
Troubled Families	A high-level review of the Troubled Families process to provide assurance that families are appropriately identified with relevant actions taken to improve lives and outcomes for those families.	3/4	Ongoing certification of grants.	1

Audit Title	Broad Scope	Quarter	Progress	Priority
Commissioning of Accommodation for Care Leavers	This review will examine policy and procedures for commissioning living accommodation for Care Leavers. We will also review the procedures for monitoring of commissioned contracts and for making payments to the providers.	TBC		2
Tower Hamlets Education Partnership	We will review how the Council controls and monitors the services commissioned Council from the Education Partnership.	TBC		2
Guardian Angels School	Audit of core financial controls undertaken at management's request	2	This audit was an addition to the plan agreed in April 2019. Final report issued.	1
SEND Transport	A review of the circumstances that led to a significant overspend in 2018/19.	2	This audit was an addition to the plan agreed in April 2019. Draft report issued.	1

Place

Audit Title	Broad Scope	Quarter	Progress	Priority
New Town Hall Building Project	This will be project advisory piece of work. The scope of the audit will be discussed with Management.	3	Planning	1
Fire Risk	This audit will provide assurance around	3		1

Audit Title	Broad Scope	Quarter	Progress	Priority
Assessment and Enforcement	systems in place to identify private sector residential blocks which do not conform to the required fire prevention and detection standards and will examine the effectiveness of the enforcement action taken by the Council.			
Management of Community Buildings and Commercial Properties	Audit to review the soundness of systems to manage the Council's community and commercial buildings portfolio.	TBC	Management request to defer to 2020/21 but may still require audit due to increasing risk.	2
Capital Programme Delivery and Governance	This audit will review the governance and controls around the Council's Capital Delivery programme.	3		1
Planning Decisions	We will review the effectiveness of the controls around the management of the Council's planning applications and planning decisions process.	3		1
Housing Allocations and Lettings	To review and test the robustness of controls for admitting qualifying residents to the Council's housing waiting list and for allocating housing to those applicants who meet the required priority criteria.	3		1
Management of	We will review the governance and	3		1

Audit Title	Broad Scope	Quarter	Progress	Priority
Alternative Delivery Models for Housing Provision	financial management arrangements for companies and vehicles set up to by the Council to secure and manage additional housing provisions for residents of Tower Hamlets.			
Temporary Accommodation Procurement	Audit to provide assurance that the Council's arrangements for procuring and paying for temporary accommodation for the homeless are sound and secure.	3	Scope amended to address the risks and controls over the acquisition of properties for the homeless. Field work in progress	1
Electronic Parking Income	To provide assurance over the controls for receiving, reconciling and accounting for parking income through various electronic payment systems.	2	Draft report issued.	1
In-sourcing of Refuse Collection Services	We will review the governance arrangements for transferring and managing refuse collection services to the in-house team.	3	Field work in progress	1

Corporate Director - Resources

Audit Title	Broad Scope	Quarter	Progress	Priority
IR 35 Off Payroll Engagement	The IR35 legislation specifically challenges those people who supply their services to Council via their own company, but are not recognised by HMRC, as 'self-employed' and therefore should be taxed as PAYE. This audit will examine controls for identifying and assessing individuals who may fall in this category.	3	Fieldwork in progress.	1
Financial Assessments, billing and recovery for Contributions to Care	This audit will review the systems for carrying out financial assessments of service users to ensure that assessments are in accordance with policy, procedures and regulations, and that the billing and recovering of the charges are sound and secure.	4	Deferred to quarter 4 at management's request.	1
Procurement Compliance and Monitoring of contracts	This will be compliance review to ensure that the Council's procurement procedures are adhered to and contract monitoring arrangements are sound and secure.	3		1
NNDR	Annual financial systems audit to provide core assurance	4		1
Treasury Management	Annual financial systems audit to provide core assurance	TBC	Substantial audit opinion given in 2018/19.	2

Audit Title	Broad Scope	Quarter	Progress	Priority
Payroll	Annual financial systems audit to provide core assurance	TBC	Substantial audit opinion given in 2018/19.	2
General Ledger System	Annual financial systems audit to provide core assurance	4		1
Creditors	Annual financial systems audit to provide core assurance	4	Substantial audit opinion given in 2018/19.	1
Debtors	Annual financial systems audit to provide core assurance	4	Limited audit opinion given in 2018/19.	1
Pensions	Annual financial systems audit to provide core assurance	4	Substantial audit opinion given in 2018/19.	1
Housing and Council Tax Benefit	Annual financial systems audit to provide core assurance	TBC	Substantial audit opinion given in 2018/19.	2
Housing Rents	Annual financial systems audit to provide core assurance	TBC	Substantial audit opinion given in 2018/19.	2
Income Recovery	We will review and test the systems for recovering of income and bad debt management for Penalty Charge Notices, Temporary Accommodation, Commercial Properties and Community Buildings.	4	Limited audit opinion given in 2018/19.	1
Recruitment Controls and Pre-employment	To provide assurance over recruitment and pre-employment checks carried out for new council staff. This will include an	TBC	Deferred to 2020/21 at management request pending implementation of new recruitment system.	2

Audit Title	Broad Scope	Quarter	Progress	Priority
Checks	assessment of the adequacy of vetting procedures and checks on employment history, qualifications and identity.			
Right to Work Certification	We will review the process for checking and approving Right to Work certification by the Council's HR service.	3	Final report	1
HR Case Management	This audit will provide assurance that the systems and controls for managing and monitoring various HR cases are sound and secure. The scope of the audit will be determined in consultation with the Divisional Director of HR.	3	Cancelled as currently being reviewed by an external consultant.	2
Revenue and Capital Budgetary Control	Annual financial systems audit to provide core assurance	4		1
Scheme of Financial Delegation	Addition to agreed audit plan. Management request to review current scheme of delegation and ensure it is up to date and fit for purpose.	3	Draft report.	1
Insurance	A review of the claims handling process to ensure claims management is controlled and operating effectively.	3	Field work in progress.	1

Audit Title	Broad Scope	Quarter	Progress	Priority
IT Audit	A range of audits over IT related risks. To be agreed once specialist IT audit resources have been sourced.	3/4		1

Other

Audit Title	Broad Scope	Quarter	Progress	Priority
Follow Up	A risk-based programme of work to follow up implementation of agreed management actions.	TBC		2
Project Assurance work Examples Traded Services – Children and Culture Mosaic IT system Digitalisation Project CRM Project Agresso Upgrade Panacea Integration	We will provide advice, due diligence and assurance over new projects, developments and initiatives to improve efficiency and effectiveness of Council IT and operational systems and procedures.	1 - 4	We continue to provide ad-hoc advice and consultancy to management on projects.	2