

			Appendix 2
Audit & Assurance - Draft Internal Audit Plan 2024/25	Classification	Priority	2024/25
Adult & Prevention			
Preparation and readiness for CQC Inspection.	Risk	1	10
Adult Safeguarding Board	Governance	2	10
Budget Management	Risk	2	10
Client case management systems including Access Controls	Control	2	10
Sickness absence management	Risk	3	10
Asylum support and policy work	Risk	3	10
Personalised budgets/Direct payments	Control	3	10
Sub total			70
Children's Services & Education			
Ofsted Inspection Framework. Inspection readiness. SEF Improvement Plan and Evidence of impact	Risk	1	10
Protocol ICS System	Risk	2	15
Compliance with the Children & Families Act in relation to SEND	Risk	2	10
Social work case load management, workload & capacity	Risk	3	10
Commissioning Panel Arrangements - Identification and collection of Health contributions	Control	3	10
Audits of Schools Finance systems	Control	3	65
Adoptions system and payments	Control	3	10
Sub total			130
Public Health & Wellbeing			
Internal Public Health Spend/Social Determinants of Health Fund	Governance	2	15
Sub total			15
Growth & Development			
Environment Strategy/ Climate Change Strategy/Carbon Management/Renewable Energy	Risk	2	10
Town Fund	Governance	2	10
Asset Management System - Corporate and Commercial Portfolio Landlord /tenants Responsibilities	Control	2	10
UK Shared Prosperity Fund	Governance	2	10
Levelling-up Funded Projects	Governance	2	15
Devolution Deal	Governance	2	10
Levelling Up Partnership	Governance	2	10
Building Control. Compliance with Building Control Performance Standards	Risk	3	10
Sub total			85
Environment & Operations			
Local Transport Capital Funding/LTP Grant Certification Requirement	Control	1	5
Bus Subsidy Grant	Control	1	5
Bus Services Improvement Grant Assurance and Certification Requirements	Control	1	10
Food Waste Collection Funding Grant Certification Requirements	Control	1	10
Highway Asset Management/ Highways Asset Valuation/ Data Management Strategy	Risk	2	15
Transport/Depot Stores/Fuel Stocks	Control	3	15
Licensing - Taxi and Other Licensing Income Recording and collection	Risk	3	10
External challenge against the level of Licence fees charged by the Council	Risk	3	10
Commercial Income generation. Recording, collection and recovery	Control	3	10
Sub total			90
Chief Executives - HR & Engagement etc			
HR & Payroll - Core system	Control	1	15
Performance management/Data quality	Control/Governance	2	10

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Equal Pay Action Plan	Risk/Governance	2	15
Civil Contingencies/Emergency Planning Statutory Responsibilities and arrangements	Risk	2	10
Partnership Scrutiny/Accountability	Governance	3	10
Sickness Absence/ Improve Attendance at Work/Attendance Management Arrangements	Control	3	10
Social Media	Risk	3	10
Facilities management	Control	A*	10
Sub total			90
Digital & Information Technology			
Device management & stock control	Control	1	10
Software licensing	Control	2	10
Business Continuity/Disaster Recovery	Risk	2	10
Digital Customer Portal.	Risk	2	10
Sub total			40
Legal & Governance			
Information security and controls to prevent data loss (Information Governance)/ Compliance with GDPR	Risk	1	15
Management of FOI and subject access requests. Compliance with Legislation	Risk	3	10
Schools Appeals	Risk	3	10
Sub total			35
Finance			
Budgetary Setting and Control / Failure to deliver a balanced budget and MTFs	Control	1	10
Main Accounting System - Accuracy, integrity and access controls etc	Control	1	10
Main Accounting System - Quarterly control and suspense account reconciliation processes		1	8
Sundry Debtors/ Income Recording & Collection (non Sundry Debtors)		1	15
Housing Benefits	Control	1	15
Creditors/E-Procurement		2	15
VAT		2	10
Treasury/Cash flow management/Controls to prevent major loss incurred regarding investment and/or borrowing.		2	10
CIPFA Financial Mgmt Code and VFM Assessments	Control	2	10
Project management - Monitoring and Reporting	Control	3	15
Civica Asset Management module	Control	3	10
Sub total			128
Other Audit Work			
Review of Financial Regulations, SFIs, etc	Governance	2	2
2023/24 Work in progress	Governance	1	40
Follow up work	Governance	1	10
Audit Committee	Governance	1	10
Liaison with external audit	Other	1	2
Audit Committee Annual Report/Evaluation	Governance	1	4
HoIA Annual Report	Governance	1	4
A & A Client liaison/Queries	Other	2	10
A & A Client liaison/DMT attendance	Other	2	2
A & A Client liaison/Project Groups	Other	2	4
Contingency	Other	2	15
Sub total			103
Other Risk & Governance Work			
Annual Gov Statement	Governance	1	10
MAF and MAF Challenges	Governance	1	10
Risk Management Development	Risk	1	5
Risk Management Support	Risk	1	5
Road Risk Mgmt Group	Risk	1	4
Review/Monitor Corporate Risks	Risk	1	5
Review Monitor Departmental Risks	Risk	1	6

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Business Continuity Champions Meetings	Risk	1	2
MAF Process Review		2	0
Risk Annual Plan/Report	Risk	2	4
Sub total			51
Other Fraud Work			
National Fraud Initiative (NFI)	Governance	1	15
Counter Fraud Annual Plan/Report	Governance	1	3
Reactive investigations	Governance	2	15
Review/Monitor Fraud Risk Register	Control	2	4
Fraud awareness and whistle blowing initiatives	Control	2	2
Sub total			39
Total Planned Audit Days 2024/25			876