

# Public Document Pack



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## GOVERNANCE AND AUDIT COMMITTEE

17 MARCH 2015

A meeting of the Governance and Audit Committee will be held at **7.00 pm on Tuesday, 17 March 2015** in the Austen Room, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor Worrow (Chairman); Councillors: Lodge-Pritchard (Vice-Chairman), Binks, Campbell, Day, Gibson, D Saunders, W Scobie and S Tomlinson

## SUPPLEMENTARY AGENDA

To Replace Annex 2 of Agenda Item 7 in the Agenda Pack

Item

No

7. INTERNAL AUDIT 2015-16 AUDIT PLAN AND AUDIT CHARTER (Pages 1 - 6)

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# Agenda Item 7 Annex 2

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Thanet District Council  
Internal Audit Plan 2015-16

Plan Area	Corporate Risk Register Ref:	Year last audited	Previous Assurance level	2015-16 Planned Days	Quarter Prioritised for 2015-16	2016-17 planned days	2017-18 Planned Days
<b>Main Financial Systems:</b>							
Capital	R01.01/02	2012-13	Substantial	5	3		
Treasury Management	R01.01/02	2012-13	Substantial	5	3		
Car Parking & Enforcement	N/A	2014-15	2014-15 WIP			10	10
Bank Reconciliation	R01.01/02	2012-13	Substantial	5	3		
Creditors and CIS	N/A	2014-15	2014-15 WIP				10
External Funding Protocol	R02.01 R06.01 R09.01	2012-13	Substantial	9	1		
Main Accounting System	R01.01/02	2013-14	Substantial			10	
Income	R01.01/02	2014-15	Substantial/ Limited				10
Budgetary Control	R01.01/02 R06.03	2013-14	Substantial			10	
VAT	N/A	2012-13	Reasonable	10	2		
Insurance and Inventories of Portable Assets	R01.02 R08.01	2014-15	2014-15 WIP				10
<b>Corporate Risks:</b>							
Review compliance with the stated control measures for a sample of Corporate Risks	R09.04	Not previously audited	Not yet Assessed	20	1 to 4	20	20
<b>Residual Housing Systems:</b>							
Homelessness	N/A	2013-14	Substantial/ Limited			10	
Housing Allocations	N/A	2012-13	Reasonable	10	1		
Right to Buy	N/A	2014-15	Reasonable				8
HRA Business Plan	R01.01/02 R02.01	2014-15	Substantial				8
<b>Governance Systems:</b>							
Data Protection, FOI and Information Management	R04.06	2014-15	Reasonable/ Limited				10
Members' Code of Conduct, Register of Interests, Gifts and Hospitality (incl The Bribery Act) and Standards Arrangement	N/A	2013-14	Reasonable			10	
Officers' Code of Conduct, Gifts and Hospitality (incl The Bribery Act) and Whistle Blowing Arrangements	R04.03	2013-14	Reasonable			10	
Local Code of Corporate Governance	N/A	2013-14	Substantial			7	
Fraud Resilience Review	N/A	New Area	To be Assessed				
Performance Management	R05.02 R08.01	2013-14	Substantial			10	
Anti-Money Laundering	R04.03	2014-15	Substantial				6
Complaints Monitoring	N/A	2014-15	2014-15 WIP				10
Partnerships and Shared Services Monitoring	R03.01/02	2012-13	Reasonable	17	2		
Scheme of Officer Delegations	R01.01/02	2007-08	Reasonable				7
Corporate/Governance and Audit Committee	N/A	2014-15	N/A	32	1 to 4	32	32
Project Management	R09.01	Pre 2004-05	To be Assessed	10	4		
Risk Management	Informs all Corporate Risks	Risk management is undertaken on the Council's behalf by the EKAP with effect from 1st April 2015. Previous audit in 2012-13 with Substantial Assurance					

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<b>Other:</b>							
Liaison with the External Auditors	N/A	2014-15	N/A	2	1 to 4	2	2
Previous Year Work in Progress b/fwd	N/A	2014-15	N/A	5	1	5	5
Follow-up	N/A	2014-15	N/A	15	1 to 4	15	15
<b>Contract Audits:</b>							
CSO Compliance	R04.02	2012-13	Reasonable	10	1		
Service Contract Monitoring	R04.02	2013-14	Reasonable			10	
Receipt and Opening of Tenders	R04.02	2014-15	Substantial				6
Procurement Strategy and e-procurement	R04.02	2013-14	Substantial			10	
<b>Service Level Audits:</b>							
Cemeteries and Crematoria	N/A	2013-14	Substantial			10	
Safeguarding Children and Vulnerable Groups/DBS Checks	R04.09	2012-13	Reasonable	9	3		
s11 Safeguarding Return to KCC	R04.09	Annual	N/A	1	3		
Private Sector Housing – HMO Licensing and Selective Licensing	N/A	2013-14	Substantial			10	
Community Safety	N/A	2014-15	2014-15 WIP				10
Coastal Management	R02.01 R09.04	2013-14	Substantial			8	
CCTV	N/A	2014-15	Reasonable/ Limited				10
Dog Warden Service, Street Scene and Litter Enforcement (incl. graffiti and flytipping)	N/A	2014-15	2014-15 WIP				10
Electoral Registration & Election Management	R06.03	2011-12	Reasonable	10	3/4		
Environmental Health – Food Safety	N/A	2009-10	Limited	10	2		
Environmental Health – Public Health Burials	N/A	2013-14	Limited			8	
Environmental Health – Pest Control	N/A	2014-15	Substantial				8
Environmental Health – Health and Safety at Work	N/A	2012-13	Reasonable	10	2		
Environmental Health - Environmental Protection Service Requests	N/A	2013-14	Reasonable			10	
Environmental Health - Contaminated Land, Air and Water Quality	R02.01 R09.03	2014-15	Reasonable				8
Business Continuity and Emergency Planning	R04.07 R04.08	2012-13	Reasonable	10	1		
Equality and Diversity	N/A	2014-15	Limited				10
Events Management	N/A	2010-11	Reasonable	10	4		
Grounds Maintenance	N/A	2012-13	Reasonable	10	4		
Dalby Square Heritage Grants and Housing Intervention Grants	N/A	2014-15	2014-15 WIP				10
Disabled Facilities Grants	N/A	2013-14	Substantial			10	
Land Charges	N/A	2014-15	Substantial				8
Licensing	N/A	2014-15	Substantial				10
Museums	N/A	2012-13	Reasonable/ Limited	10	3		
Asset Management	R01.02 R02.01	2010-11	Reasonable				
Let Properties and Concessions (incl allotments, Industrial estates, Media Centre, Innovation centre etc)	R01.02 R02.01	2012-13	Reasonable	10	1		
Maritime	R08.01	2013-14	Reasonable/ Limited			10	
Members' Allowances and Expenses	N/A	2013-14	Substantial			10	
Mortgages (delayed from 3 year cycle due to very low number of transactions and Substantial assurance level).	N/A	2009-10	Substantial				

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Planning	R09.04	2013-14	Reasonable/ Substantial	10	3		
Building Control	N/A	2013-14	Substantial			10	
Petty Cash, Imprest Floats and Travel Warrants	N/A	2013-14	Substantial			6	
Phones, Mobiles and Utilities - Expenditure and Controls	N/A	2013-14	Substantial			7	
Printing and Post	N/A	2014-15	Substantial				6
YourLeisure - Sports and Leisure	R03.01/02	2014-15	2014-15 WIP			10	
Sports Development	N/A	2014-15	Reasonable				8
Visitor Information Arrangements	N/A	2012-13	Reasonable	10	3		
Waste and Street Cleansing Vehicle Fleet Management	N/A	2014-15	Reasonable/ Limited			10	
Waste Recycling Income	N/A	Pre 2004-05	To be Assessed	7	1		
Garden Waste Collection Service	N/A	2014-15	2014-15 WIP				8
Street Cleansing	N/A	Pre 2004-05	Reasonable	10	4		10
<b>Human Resources:</b>							
Recruitment	R07.02	2012-13	Reasonable	5	1		
Absence Management, Annual Leave and Flexi Leave	R07.01 R08.01	2014-15	2014-15 WIP				5
Payroll - 2015-16 Testing of the new system	N/A	New Area	N/A	3	1		
Payroll - Audit	N/A	2013-14	Reasonable	5	2	5	5
Post Entry Training	N/A	Pre 2004-05	To be Assessed				
Employee Health, Safety and Welfare	R04.01	2011-12	Reasonable	5	3		
Employee Allowances and Expenses	N/A	2014-15	2014-15 WIP				5
Employee Benefits-in-Kind	N/A	2013-14	Reasonable			5	
<b>Total Planned Days:</b>				<b>300</b>		<b>300</b>	<b>300</b>

**Shared Service Audit Plans:**

<b>EK SERVICES:</b>							
Plan Area	Corporate Risk Register Ref:	Year last audited	Previous Assurance level	2015-16 Planned Days	Quarter Prioritised for 2015-16	2016-17 planned days	2017-18 Planned Days
Housing Benefits - Payments	N/A	2014-15	Substantial				15
Housing Benefits - Overpayments	N/A	2013-14	Substantial			15	
Housing Benefits – Fraud Investigations Unit	R04.03	2013-14	Reasonable			15	
Housing Benefits – Admin & Assessment	N/A	2014-15	Substantial				15
Housing Benefit - Appeals	N/A	New Area	To Be Assessed	15	3		
Housing Benefit - DHP	N/A	New Area	To Be Assessed	15	4		
Housing Benefits – Quarterly Testing	N/A	2014-15	N/A	40	1 to 4	40	40
Council Tax	N/A	2014-15	Substantial			30	
Business Rates	N/A	2013-14	Reasonable	30	2		30
Customer Services/Gateway	N/A	2014-15	Reasonable			15	

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Debtors and Rechargeable Works	R01.02	2013-14	Reasonable	15	3		15
Corporate/Audit plan/Follow-up	N/A	2014-15	Not Applicable	9	1 to 4	9	9
ICT – Change Controls	R04.03	2013-14	Limited			12	
ICT – File Security	R04.03	2014-15	2014-15 WIP				
ICT – Network Security	R04.03	2012-13	Substantial			12	
ICT – Procurement and Disposal	R04.03	2013-14	Reasonable				12
ICT – Internet and e-mail	R04.03	2014-15	2014-15 WIP				12
ICT – Management and Finance	R04.03	2011-12	Reasonable	12	4		
ICT – Physical and Environment	R04.03	2014-15	Reasonable				
ICT – Software Licensing	R04.03	2012-13	Limited			12	
ICT - PCI-DSS	N/A	New Area	To Be Assessed	12	1		
ICT - Disaster Recovery	N/A	New Area	To Be Assessed	12	1		
ICT – PC Controls and Application Controls	R04.03	2013-14	Reasonable				12
<b>Total Planned Days:</b>				<b>160</b>		<b>160</b>	<b>160</b>

<b>EAST KENT HOUSING LIMITED:</b>							
Plan Area	Corporate Risk Register Ref:	Year last audited	Previous Assurance level	2015-16 Planned Days	Quarter Prioritised for 2015-16	2016-17 planned days	2017-18 Planned Days
Governance	N/A	2011-12	Reasonable			15	
Interfaces with Finance and ICT Systems	N/A	2011-12	Substantial				
Audit Ctte/EA Liaison/Follow-up	N/A	2014-15	N/A	6	1 to 4	6	6
Rent Accounting, Collection and Debt Management	N/A	2013-14	Reasonable			30	
Repairs and Maintenance	R02.01	2013-14	Reasonable	30	3 to 4		
Leasehold Services	N/A	2013-14	Limited				30
Health and Safety (Fire, Gas etc)	N/A	2014-15	Various			29	
Sheltered and Supported Housing (including Supporting People)	N/A	Pre 2004-05	To be Assessed	34	2		
Void Property Management	N/A	2010-11	Reasonable	10	3 to 4		15
Tenancy and Estate Management	N/A	2012-13	Reasonable				29
<b>Total Planned Days:</b>				<b>80</b>		<b>80</b>	<b>80</b>

If the above plan is accepted as presented, the following audits areas will not have been covered within a three year cycle as required by the agreed Audit Charter :

Plan Area	Year last audited	Previous Assurance level	Year next audit proposed	Planned days
<b>Thanet District Council:</b>				
Mortgages	2009-10	Substantial	None	5
Scheme of Officer Delegations	2007-08	Reasonable	2017-18	7
Fraud Resilience Review	New Area	To be assessed	None	10
Asset Management	2010-11	Reasonable	None	10
Post Entry Training	Pre-2004-05	To be assessed	None	5
<b>East Kent Housing:</b>				
Governance Arrangements	2011-12	Substantial	2016-17	15
Finance Systems and ICT Controls	2011-12	Substantial	None	10

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Tenancy & Estate Management	2012-13	Reasonable	2017-18	29
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