

Risk and Audit Service: Performance Report

Audit and Governance Committee
21 September 2016

Laura A. Williams MA CPFA
Chief Internal Auditor
Risk and Audit Service
Corporate Resources
Magdalen House
30 Trinity Road
Bootle
L20 3NJ

Contents

1.	Executive Summary	Page 3
2.	Introduction	Pages 4-5
3.	Internal Audit Performance Update	Pages 6-9
4.	Health and Safety Performance Update	Pages 10-11
5.	Insurance Performance Update	Pages 12-13
6.	Risk and Resilience Performance Update	Pages 14-15
7.	Looking Ahead	Page 16
8.	Conclusions	Page 17
9.	Appendix A – Internal Audit Plan 2016/17	Pages 18-24

1. Executive Summary

1.1 This report summarises the performance and activity of the Risk and Audit Service for the period 30 June - 31 August 2016.

1.2 The report covers each of the areas of the service:

- Internal Audit
- Health and Safety
- Insurance
- Risk and Resilience.

1.3 The report highlights the following key points:

- It has been a busy period for the Service, with the arrival of the new Chief Internal Auditor and the completion of a number of key pieces of work. The performance indicators and key data in this report reflect this positive progress.
- There is a focus on the development and improvement of the Service, with a Development Plan being constructed so as to raise the profile of the Service and increase corporate influence. These developments will continue over the medium term, and this Committee will be kept updated of the progress made, and will benefit from a higher level of assurance on the effectiveness of the Council's system of internal control.

2. Introduction

2.1 The Risk and Audit Service is managed by the Chief Internal Auditor, who reports to the Head of Corporate Resources.

2.2 The objective of the Service is *“to improve the control environment and reduce the likelihood and impact of risks to the Council.”*

2.3 In delivering this objective, the Service encapsulates the following teams:

- Internal Audit – this statutory service provides the internal audit function for all areas of the Council, including maintained schools. Internal Audit can be defined as: “an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.” (Public Sector Internal Audit Standards)
- Health and Safety – supports Council officers and members in providing an effective health and safety management system that meets the Council’s statutory health and safety duties; thereby controlling the risks of injury and ill health to staff and others affected by the Council’s activities.
- Insurance – fulfils the duty to provide an appropriate insurance service for the Council, including claims management, advice on insurance issues and the management of insurable risk.
- Risk and Resilience – develops risk management and mitigation strategies for the Council on emergency planning (ensuring that the Council meets its statutory responsibilities as a Category 1 responder under the Civil Contingencies Act 2004), public safety and business continuity issues.

2.4 This report summarises the main aspects of the performance of the Service for the period 30 June - 31 August 2016, covering the following areas:

- Internal Audit:
 - work undertaken in the period, including a summary of work and an outline of the three high priority recommendations made.
 - performance against Key Performance Indicators
 - anti-fraud update

- developments relating to this part of the Service.
- Health and Safety, Insurance and Risk and Resilience:
 - work undertaken in the period, with key data provided where applicable
 - developments relating to these parts of the Service.

2.5 The report concludes by highlighting the plans for the future direction and development of the Service.

3. Internal Audit: Performance Update

3.1 Work Completed

During the period 30 June 2016 – 31 August 2016, 7 audits were completed, in accordance with the Internal Audit Plan 2016/17. These can be summarised as:

Audit Title	Audit Opinion	Recommendations		
		Critical	High	Medium
Tourism	Very Good	0	0	4
Free Early Education Entitlement Funding	Good	0	2	1
Litherland Sports Park	Good	0	1	11
Payroll Reconciliations	Good	0	0	0
Liverpool City Region STEP Grant Certification	Certification provided	N/A	N/A	N/A
Investigations x 2	Reports issued to management for action			

The high priority recommendations made related to:

- Litherland Sports Park - income reports and invoices from Harland's (who manage Direct Debit Services on behalf of the Council) were not shared with the Litherland Sports Park management and therefore checks could not be undertaken in respect of the accuracy of the information provided.
- Free Early Education Entitlement Funding – it was identified that there is a need to strengthen the verification processes, and also to ensure that staff access to information is appropriate.

3.2 Key Performance Indicators

Description and Purpose	Target	Actual	Variance and Explanation
<p>Percentage of the Internal Audit Plan 2016/17 completed This measures the extent to which the Internal Audit Plan agreed by this Committee is being delivered. The delivery of the Plan is vital in ensuring that an appropriate level of assurance is being provided across the Council's systems.</p>	<p>37% (profiled to 31/8/16) See graph below</p>	<p>36% (to 31/8/16) See graph below</p>	<p>Variance: -1% The completion of one audit has been delayed until shortly after the end of the reporting period.</p>
<p>Percentage of Client Survey responses indicating a "very good" or "good" opinion This measures the feedback received on the service provided, and seeks to provide assurance that Internal Auditors conduct their duties in a professional manner.</p>	<p>100%</p>	<p>91%</p>	<p>Variance: -9% There were 7 responses of "adequate".</p>
<p>Percentage of recommendations made in the period which have been agreed to by management This measures the extent to which managers feel that the recommendations made are appropriate and valuable in strengthening the control environment.</p>	<p>100%</p>	<p>100%</p>	<p>No variance</p>

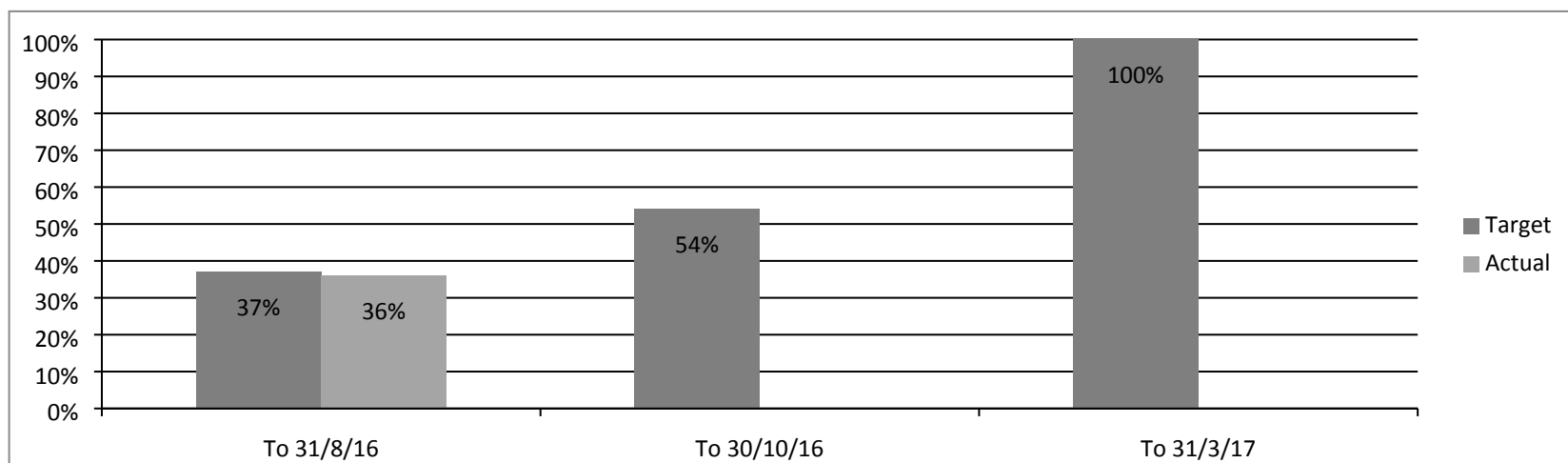


Figure 1: Percentage of the Internal Audit Plan 2016/17 Completed (profiled to coincide with the Audit and Governance Committee reporting dates)

3.3 Anti-Fraud

The following anti-fraud work has been undertaken during the period:

- Preparations have commenced for the upload of data in respect of the 2016/17 National Fraud Initiative (NFI) operated by the government's Cabinet Office. The process matches a number of data sources, highlighting inconsistencies. These are investigated and this may highlight fraud or error, which should result in monies being identified for return to the Council. Internal Audit is responsible for the co-ordination of NFI activities in liaison with relevant services and Arvato. Two new NFI areas are included this year - Housing Waiting List and Council Tax Reduction Scheme.
- A review of the Council Tax Single Person Discount matches has been undertaken by Arvato as part of the 2015/16 National Fraud Initiative, which has resulted in 327 cases of fraud being identified. A total of £104,461 in additional liability is in the process of being recovered.
- Allegations of misconduct made against a group of employees have been investigated. It has been concluded that there is sufficient evidence to support the allegations partially. Details of audit findings and recommendations for further action have been provided to management.

3.4 Developments

The Internal Audit Plan has undergone a review to align it with best practice, reflect the changing risk profile of the Council and ensure that there is sufficient coverage to enable the Chief Internal Auditor to provide a robust opinion in the Internal Audit Annual Report. Through reducing the allocation of time to some of the audits listed in the original plan, and reprioritising some areas, the following areas have been included for coverage during 2016/17:

- Adult Social Care debt
- Value for Money audit (VFM)
- Cyber Security
- ICT Applications
- Risk Management
- Accounts Payable
- Accounts Receivable
- Corporate Governance.

Appendix A shows the revised Internal Audit Plan and highlights key changes.

There is a range of other projects underway to streamline audit working practices, raise Internal Audit's corporate profile and ensure it is adding value to the Council. This Committee will continue to be informed regarding the progress made in taking these important steps towards excellence, which will increase the level of assurance provided to members on the effectiveness of the system of internal control.

4. Health and Safety: Performance Update

4.1 Work Completed

During the period, the following key pieces of work/projects have been undertaken:

- A fundamental review and update of the corporate Health and Safety Policy has been undertaken, so as to reflect the Council's structure. As part of this, the role and membership of the Corporate Health and Safety Committee has been reviewed to reflect the Council's structure and to ensure Departments are properly consulted and involved in the management of Health and Safety issues.
- Stress has been identified as one of the main reasons for staff absence. The team has reviewed the Council's Stress Policy so as to strengthen the Council's commitment to addressing work-related stress as an organisational issue, and emphasising the role of managers. This will be presented to the October Corporate Health and Safety Committee for discussion and to formulate an implementation plan. Alongside this, work has commenced on a pilot project to support the Health and Safety Executive (HSE) Stress Policy Team to assess the impact of work-related stress in schools, and identify ways to help schools to manage this.
- The team is working with the Workforce Learning and Development Team to develop a range of e-learning packages for staff and managers. These will cover topics that lend themselves to this method of delivery (including Display Screen Equipment, General Risk Assessment, Stress Awareness for Individuals, Moving and Handling and Fire Safety Awareness) and are likely to be followed by other e-learning packages on suitable Health and Safety topics in the future. It is expected that the first e-learning packages will be launched by the end of this financial year.

4.2 Key Incident Data

The data below relates to the period 1 April 2016 to 31 August 2016:

Number of incidents reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)	3
Number of substantial complaints (those which have warranted investigation)	3

4.3 Developments

- The Health and Safety Team is developing its role and profile, so the team has a greater corporate influence by being consulted as a matter of course in key decisions and strategies that have health and safety implications.
- A review is underway of the package of Health and Safety services provided to schools, with a view to improving the offer and seeking to maximise effectiveness.
- The Team will continue its focus on collaborative work with Personnel and Occupational Health in developing management strategies to address high levels of sickness absence. This particularly relates to absence resulting from the most common cause: stress, anxiety and mental health issues, and incorporates work with Public Health to assist in implementing their “Five Steps to Wellbeing” approach.

5. Insurance: Performance Update

5.1 Work Completed

During the period, the following key pieces of work/projects have been undertaken:

- The Authority's insurance contract is due for renewal on 29 September 2016. A large exercise has been conducted to assess the Council's requirements, and the proposals have been approved. Discussions will take place with the brokers, AoN, to agree terms. As this is part of the agreed extension period to the current insurance contract, it is expected that costs will be broadly similar to those already in place.
- Litigated insurance claims are defended vigorously and since September 2015, the Council has secured over £300,000 in cost avoidance. This is delivered in partnership with the external legal providers (arranged via our own Legal Services Team through the North West Legal Consortium), Weightmans. Pre-trial case conferences have proved a very effective method of securing favourable outcomes.
- The service has liaised with Tourism events officers to procure cancellation insurance cover for two key local events: the Southport Air Show and British Musical Fireworks Championships. This would protect the Council against claims relating to the cost of staging the events, if either was not to take place.

5.2 Key Claims Data

This data relates to the period since the last insurance renewal in September 2015:

Category	Number of claims received	Total reserve on claims received (£)	Number of insurance claims paid out	Amount paid out in insurance claims up to 31/7/16 (£) (not necessarily related to claims received in this period)
Public Liability	163	495,808	107	641,530
Employer's Liability	13	92,315	16	202,906
Motor Vehicle	77	144,497	68	147,599

5.3 Developments

- The Insurance Team will participate in the National Fraud Initiative (NFI) exercise co-ordinated by Internal Audit, which seeks to identify fraud and error through comparison of a range of data sources (see 3.3). This Committee will be kept informed of the progress made in this exercise and any monies identified for recovery.
- Work is underway to formalise the contract management arrangements with the insurance provider and claims handlers, so as to strengthen the relationship and to ensure the maximisation of benefits to the Council.
- A reporting mechanism is being developed to provide management information to Departments on insurance issues. This will provide greater visibility for managers and assist them in managing insurable risk.

6. Risk and Resilience: Performance Update

6.1 Work Completed

During the period, the following key pieces of work/projects have been undertaken:

- A review is underway of a number of key pieces of guidance, including the Sefton Major Emergency Plan, the Emergency Duty Co-ordinators Handbook and the Rest Centres Plan. Research is taking place to ensure that these documents meet the needs of the borough, that those involved in the response to a major incident are confident in their roles, and that the required provisions are in place. An awareness session is being held by Merseyside Resilience Forum on 9 September 2016 to provide an overview of multi-agency working practices across Merseyside, and to showcase the Joint Control Centre as a facility for multi-agency use. Emergency Duty Co-ordinators and other relevant staff from Sefton will attend this event, and feedback from the event will inform future training plans in this area.
- A key focus for the team is its role in the emergency planning for the Open Golf 2017. The team is active in the Contingency Planning Group and work closely with Royal and Ancient and emergency services to ensure that there is a comprehensive structure in place to maximise the success of the event.
- The Council has been awarded grant funding from the Department for Communities and Local Government (DCLG) to assist Sefton residents affected by storms Desmond and Eva in 2015. The team is submitting regular returns to DCLG on the progress being made and work undertaken in respect of the 16 eligible properties. DCLG has given local authorities some autonomy to decide how the grant is administered so as to increase flood resilience of the eligible properties, and the team is working closely with the Flood and Coastal Risk Management team in developing a robust mechanism for this.

6.2 Developments

- Considerable work will be commenced during the next quarter to develop the Council's risk management arrangements. The aim is to provide an updated Corporate Risk Register to this Committee in December 2016, along with an appropriate and up to date Risk Management Policy. The team will then continue to support the Council in its risk management activities, and develop the robustness of this approach further over the medium term.

- ISO22301, the International Standard on Business Continuity, has been updated, representing a revised approach to business continuity, which stresses senior management engagement. A review of the Council's business continuity arrangements will be undertaken to assess the robustness of the approach and the Council's compliance with the Standard. Key actions to ensure compliance will be identified and an implementation plan defined.
- Sefton will participate in a pan-Merseyside exercise, to be held in November 2016, to support the military in assessing its capability in providing support to Local Authorities in the event of coastal flooding.

7. Looking Ahead

7.1 Since the arrival of the new Chief Internal Auditor in June 2016, the Service has begun a process of development and transformation. A Development Plan has been compiled which encapsulates a number of projects to develop the Service. These are intended to build upon the good performance already being demonstrated, so as to build excellence. The main strands within the Plan are:

- Development of audit planning so as to ensure this is linked to the Council's risk profile, so that Internal Audit uses its resources in the most appropriate way, to provide valued input in helping the Council maintain a sound system of internal control.
- Improving the section's profile and status in the organisation, establishing the section as a "go to" and a valued corporate resource.
- Developing closer working across the team so as to facilitate sharing of knowledge and using this for mutual benefit in the management of risk.

This Committee will be provided with regular updates on the progress being made, as it is expected that, as a result of this work, members of the Committee will derive a significantly increased level of assurance on the management of corporate risk and the adequacy of the Council's system of internal control.

8. Conclusions and Recommendations

- 8.1 Internal Audit has made positive progress in the completion of the Internal Audit Plan 2016/17 in the period, being very close to meeting the performance indicator. Performance in respect of the agreement of recommendations and the feedback from clients has been particularly positive and reflects the value added by the Service. By reviewing the Internal Audit Plan so that this reflects the changing risk profile of the Council, more robust assurance on the effectiveness of the system of internal control will be provided.
Recommendation: That this Committee notes the positive performance of Internal Audit in the period, and approves the revised Internal Audit Plan 2016/17.
- 8.2 Health and Safety has been involved in key corporate projects in the period, particularly involving the effects of stress on staff and attendance. Key incident data shows a positive picture in terms of the Council's Health and Safety record, with very few incidents having been reported to the Health and Safety Executive.
Recommendation: That this Committee notes the positive contribution made by the Health and Safety team in the period.
- 8.3 The Insurance Team has secured a significant amount of cost avoidance in terms of litigated claims in the year to date. The Team is also heavily engaged in the annual renewal of the insurance contract. Work is underway to strengthen management information and formalise contract management arrangements.
Recommendation: That this Committee notes the positive contribution made by the Insurance team in the period.
- 8.4 The Risk and Resilience Team has been reviewing a range of policies relating to the Council's emergency response, so as to ensure these are fit for purpose. There has also been effective development of a process for the administration of the grant provided by DCLG for flood resilience.
Recommendation: That this Committee notes the positive contribution made by the Risk and Resilience team in the period.
- 8.5 A Development Plan has been compiled to implement a range of improvements of the Service, so as to increase its corporate profile and increase the level and robustness of the assurance provided.
Recommendation: That this Committee notes the plans for the future direction and development of the Service and the positive impact this is expected to have on the level of assurance provided.

Appendix A – Internal Audit Plan 2016/17

<u>Audit Plan 2016/17</u>							
<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Audits Brought Forward from 2015/16					45	34	Audit Plan Days Reduced
Adult Social Care							
Better Care Fund - Delivery	Review of the arrangements in place for the delivery of the BCF outcomes detailed in the submission to the Department of Health, including a review of VAT treatment.	Cross Cutting	High	Assurance	25	10	Audit Plan Days Reduced
Budget Monitoring and Forecasting	Review of the system in place for the recording/capture of financial information in the ASC system by ASC staff for Care packages, including budget monitoring and forecasting processes.	Cross Cutting	High	Assurance	30	10	Audit Plan Days Reduced
Pre-payment Cards - Direct Payments	Review of arrangements in place for the pilot scheme.	Direct Payments	High	Assurance	10	10	No Change
Payments to Care Homes - Follow Up	Follow up review of the 2015-16 audit	Residential	High	Assurance	5	5	No Change
Adult Social Care Debt	End to end process review to identify weaknesses in the controls which may be contributing to the non-collection of Adult Social Care income.	Cross Cutting	High	Assurance	0	20	New Auditable Area
Personalisation - Personal Budgets	Review of the processes in place for personal budgets in accordance with the Personalisation agenda, including anti-fraud elements regarding checks on how the money is spent by service users, and controls to prevent fraudulent activity.	Direct Payments	High	Assurance	15	15	No Change

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Children's Social Care							
Adoption Foster Care & Other Carers Payments	Review systems for making payments and associated risks and controls. Include s17 payments, in particular decision-making and approval.	Adoption & Fostering	High	Assurance	20	10	Audit Plan Days Reduced
Budget Monitoring and Forecasting	Review of the system in place for the recording/capture of financial information in the CSC system by CSC staff for Care packages, including budget monitoring and forecasting processes.	Cross Cutting	High	Assurance	35	10	Audit Plan Days Reduced
Troubled Families - Effectiveness	Review of systems and procedures in place to support the claim of reward funding.	Troubled Families	High	Assurance	15	15	No Change
Safeguarding	Review of the safeguarding arrangements in either Children's or Adults, including timeliness of safeguarding investigations, effectiveness of inter-agency working and the implementation of any recommendations from Ofsted etc.	Social Care	High	Assurance	0	15	New Auditable Area
Commissioning Support & Business Intelligence							
Data Protection & Freedom of Information	Review of the plan and subsequent implementation of recommendations detailed in the Information Commissioners Office Report	Business Intelligence	High	ICT	10	10	No Change
Commissioning Cycle	Review of the arrangements in place for the commissioning of services	Business Intelligence	High	Assurance	30	0	Auditable Area deleted
Communities							
Accounts for the Atkinson Trust	Review of the accounts as independent auditor.	The Atkinson	High	Assurance	0	10	New Auditable Area
Youth Offending Service	Full review of the systems and procedures in operation, including payments and any health and safety issues.	YOT	High	Assurance	20	20	No Change

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Corporate Support							
Asset Management - Disposals/Social Value	Review of the arrangements in place for the disposal of council assets	Asset Management	High	Assurance	10	0	Auditable Area Deleted
Asset Management - Strategy	Review of the arrangements in place for ensuring that the Council's major assets are managed, and how acquisitions and disposals are controlled.	Asset Management	High	Assurance	0	14	New Auditable Area
Duplicate Payments	Review of the Arrangements to identify cases of duplicate payment	Finance	High	Assurance	5	0	Auditable Area Deleted
Disaster Recovery & Business Continuity	Review of the systems and procedures in place	Finance	High	Assurance	20	20	No Change
Payroll Reconciliations	Review the system and procedures in place for the reconciliation of payroll transactions	Finance	High	Assurance	5	5	No Change
Pensions Team Training and Awareness	Review of the arrangements in place to ensure staff have received adequate training	Finance	High	Assurance	5	5	No Change
Debtors (Reminders, Final Notices and Holds)	Review of the process in place for the recovery of debts across the Authority	Finance	High	Assurance	10	0	Auditable Area Deleted
Arvato's Annual Billing Checks	Check to provide assurance regarding the uplift of revenues and benefits parameters in the core system	Finance	High	Assurance	5	0	Auditable Area Deleted
Project and Programme Management	Review of the process in place and the methodology used for management of projects undertaken	ICT	High	Assurance	15	0	Auditable Area Deleted
PCI - DSS	Review of the progress in line with the current version requirements	Finance	High	Compliance	10	10	No Change
Sickness Absence Management	Review of the processes in place for the management of sickness absence across the Authority	Cross Cutting	High	Assurance	15	6	Audit Plan Days Reduced
Cyber Security	Review of the Council's adherence to the Cyber Essentials scheme.	ICT	High	ICT	0	10	New Auditable Area

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Corporate Support							
Applications	Review of generic controls in relation to a sample of the Council's ICT applications.	ICT	High	ICT	0	10	New Auditable Area
Value For Money (VFM)		Cross Cutting	High	VFM	0	10	New Auditable Area
Risk Management	Establishment and refresh of the Council's risk management arrangements.	Finance	High	Assurance	0	20	New Auditable Area
PWC Procurement Report Follow Up	Review of implementation of recommendations.	Finance	High	Assurance	0	20	New Auditable Area
Accounts Payable	Fundamental Financial System Review	Finance	High	Assurance	0	20	New Auditable Area
Accounts Receivable	Fundamental Financial System Review	Finance	High	Assurance	0	20	New Auditable Area
Health & Wellbeing							
Litherland Sports Park - Full System Review	Review of the systems and processes in place at the sports park	Leisure	High	Assurance	20	20	No Change
Netherton Activity Centre - Full System Review	Review of the systems and processes in place at the centre	Leisure	High	Assurance	20	20	No Change
Replacement of Leisuremost (ESP) - Full System Review	Review of ICT controls in relation to the new system	Leisure	High	ICT	20	20	No Change
Performance Management Framework Public Health	Provision of assurance that the Public Health Performance Management Framework has been successfully implemented	Public Health	High	Assurance	15	0	Auditable Area Deleted
Inward Investment & Employment							
Sefton @ Work	Review of a sample of controls detailed in the Sefton@work information security plan	Sefton @ Work	High	Compliance	10	10	No Change
Tourism	Review the systems and procedures in place to ensure Value for money is being achieved	Tourism	High	VFM	20	20	No Change
Locality Services - Commissioned							
Specialist Transport (Council Wide Review) Follow Up	Follow up review of the 2015/16 audit	Specialist Transport	High	Assurance	5	5	No Change

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Locality Services - Provision							
Skips & Bulky Items	Review of service provision, risks and controls	Cleansing	High	Assurance	10	10	No Change
Driving Safely	Review of the controls in operation in relating to driving Council vehicles or own vehicles on Council business safely.	Cross Cutting	High	Assurance	0	5	New Auditable Area
Trade Waste Follow Up	Follow up review of the Trade Waste audit 2015/16	Cleansing	High	Assurance	5	5	No Change
Regeneration & Housing							
Carbon Reduction Commitment	Audit of compliance requirements	Environment	High	Assurance	5	5	No Change
Disabled Facilities Grant - Audit Review	Review of the systems and procedures in place	Infrastructure	High	Assurance	5	5	No Change
Day to Day Building Maintenance/Asset Management Plans	Full review of systems and procedures in place	Infrastructure	High	Assurance	20	0	Auditable Area Deleted
New Homes Bonus	Full review of systems and procedures in place	Housing	High	Assurance	20	20	No Change
Regulation & Compliance							
Mayors Charity Fund	To undertake an independent examination of the accounts in accordance with Charity Commission Guidelines and produce an Independent Examiners Report.	Governance & Elections	High	Assurance	10	5	Audit Plan Days Reduced
Schools & Families							
Schools Thematic Audits							No Change
Changes to Staff Pay (Pay Awards)	Review the arrangements in place for changes to staff pay	Schools	High	Assurance	20	20	No Change
Sickness Absence	Review of the processes in place for the management of sickness absence in schools	Schools	High	Assurance	20	0	Auditable Area Deleted
SIMS & Agresso Interface	Review of the process in place for the exchange of financial information from SIMS to Agresso	Schools	High	Assurance	20	0	Auditable Area Deleted
Eligibility for Free School Meals Process/VFM	Review the process in place for determining the eligibility of Free school meals	Schools	High	VFM	20	0	Auditable Area Deleted
Schools - Planning & Preparation	Implementation of new approach.	Schools	High	Assurance	0	7	New Auditable Area
15 School Audits	Audit of schools using new approach.	Schools	High	Assurance	0	54	New Auditable Area
School Advice & Support		Schools	High	Assurance	0	7	New Auditable Area

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Social Care Projects							
LAS (Adult Social Care)		Cross Cutting	High	Project Support	28	20	Audit Plan Days Reduced
LCS (Children's Social Care)		Cross Cutting	High	Project Support	28		
ECAF		Cross Cutting	High	Project Support	10.5		
Singleview		Cross Cutting	High	Project Support	3.5		
ICT Programme Board		Cross Cutting	High	Project Support	5		
Grant Certification							
Troubled Families Return 1	Independent examination and certification of 2016/17 grant claim	Troubled Families		Grant Cert	4	4	No Change
Troubled Families - Return 2	Independent examination and certification of 2016/17 grant claim	Troubled Families		Grant Cert	4	4	No Change
Liverpool City Region Step - Return 1	Independent examination and certification of 2016/17 grant claim			Grant Cert	2.5	2.5	No Change
Liverpool City Region Step - Return 2	Independent examination and certification of 2016/17 grant claim			Grant Cert	2.5	2.5	No Change
Liverpool City Region Step - Return 3	Independent examination and certification of 2016/17 grant claim			Grant Cert	2.5	2.5	Audit Plan Days Reduced
Liverpool City Region Step - Return 4	Independent examination and certification of 2016/17 grant claim			Grant Cert	2.5		
Local Transport Capital Block Funding	Independent examination and certification of 2016/17 grant claim			Grant Cert	4	4	No Change
Central Heating Grant	Independent examination and certification of 2015/16 grant claim			Grant Cert	0	4	New Auditable Area
Disabled Facilities Grant	Independent examination and certification of 2015/16 grant claim			Grant Cert	4	5	Audit Plan Days Increased
Social Care (Capital) Grant Determination 31/2534	Independent examination and certification of 2015/16 grant claim			Grant Cert	5	1	Audit Plan Days Reduced
Follow Up Audits					36	36	No Change
Anti-Fraud Work (Including NFI)	Examination of the results from the electronic data matches used to prevent and detect fraud. Further Anti-Fraud work to be determined.	Cross Cutting		Anti Fraud	50	50	No Change

<u>Auditable Area</u>	<u>Audit Outline</u>	<u>Area</u>	<u>Priority</u>	<u>Audit Type</u>	<u>Agreed Audit Plan Days</u>	<u>Revised Audit Plan Days</u>	<u>Amendments to Original Internal Audit Plan (26th March 2016)</u>
Governance							
Assurance Mapping	Identification of assurance mechanisms within each department			Governance	30	0	Auditable Area Deleted
Internal Audit Review of Effectiveness	Mandatory review required as part of the Public Sector Internal Audit Standards			Governance	10	10	No Change
Annual Governance Statement 15/16	Collation of information to support and produce the Annual Governance Statement			Governance	25	6	Audit Plan Days Reduced
Annual Governance Statement 16/17	Collation of information to support and produce the Annual Governance Statement			Governance	0	60	New Auditable Area
arvato Assurance	Review the arvato Sefton Management Assurance Report, monthly self assessments and escalation process.			Assurance	20	10	Audit Plan Days Reduced
Contract Audit Support	Vetting of Contractors by request			Other	30	30	No Change
Corporate Project Assurance	Provision of audit assurance role to corporate change.	Cross Cutting			0	14	New Auditable Area
Contingency					195	195	No Change
Safeguarding - Adults					10	0	Auditable Area Deleted
Safeguarding - Children's					10	0	Auditable Area Deleted