

APPENDIX 1

Audit & Assurance Plan 2020/21

Delivering Independent Assurance to Local Government



CONTENTS – SHORT VERSION OF PLAN

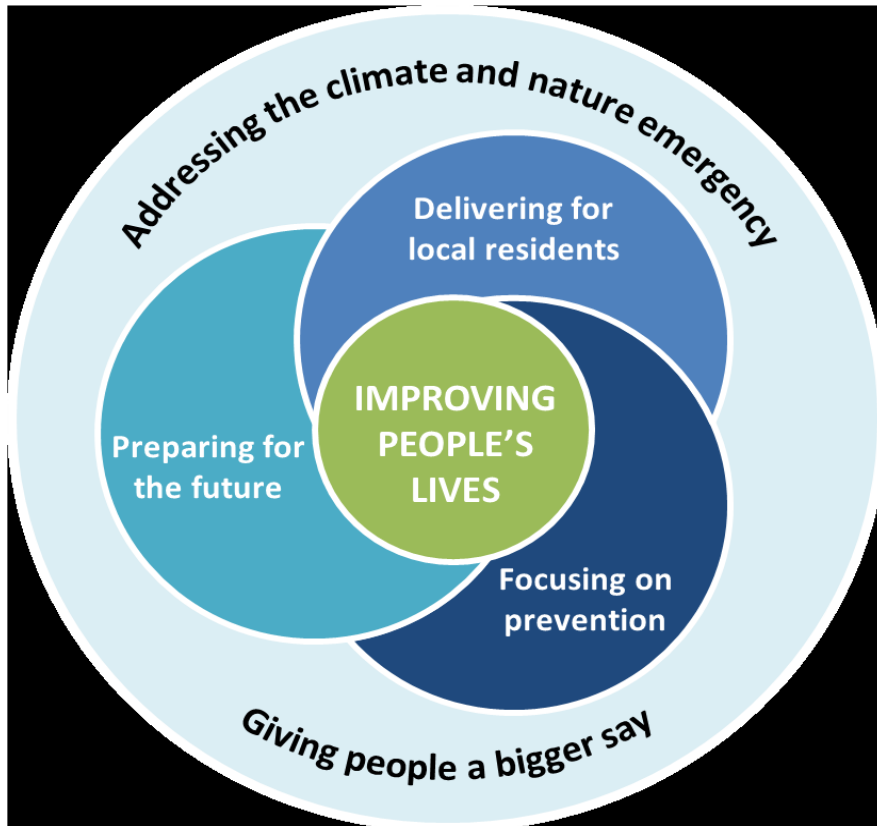
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1. Our Role

Introduction

At the 25th February 2020 Council Meeting, Bath & North East Somerset Council adopted a new Corporate Strategy 2020-24 and an associated Corporate Delivery Programme.

The framework of the new Strategy has a single overriding purpose – to improve people’s lives with the following key outcomes.



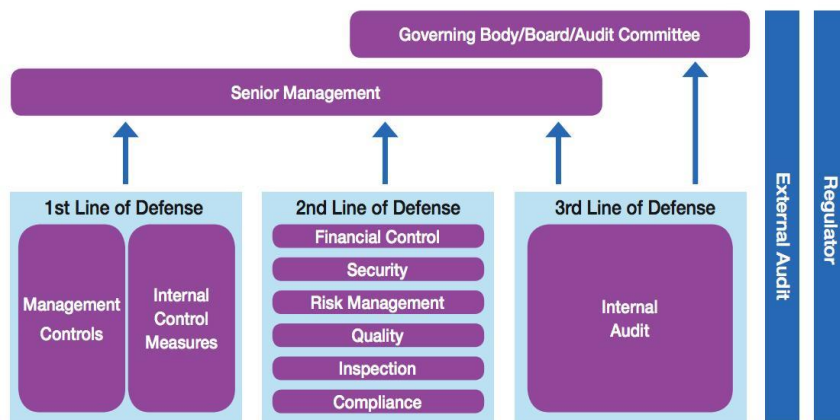
Against each of the three recorded principles, there are key commitments and linked to the commitments examples of how progress will be measured.

The Council Corporate Strategy Framework recognises “Managing our Money” through the Medium Term Financial Strategy and there is much more emphasis on ‘Performance Management and Review’.

The importance of excellence in resource management and sound governance is fundamental to achieving its purpose and the stated commitments.

One West and the Internal Audit function fully recognize it has a role to play in achieving the objectives of the Council. This is now even more important based on the impact of Covid19 and the lockdown of the Country and much of the world. We need to be flexible and agile. Independent assurance which is strong but supportive can provide a helpful and positive role not just to services but to elected Members and the Community at large by demonstrating that the Council is operating effectively and protecting its assets and resources for the benefit of all its stakeholders.

Three Lines of Defence Model



By being independent of management One West’s Internal Audit function maintain the third line of defence and we continue to fulfil this role effectively by working with all our stakeholders - especially the Audit Committee, Statutory Officers and Senior Management.

We aim to offer continued value to clients based on the following key priorities –

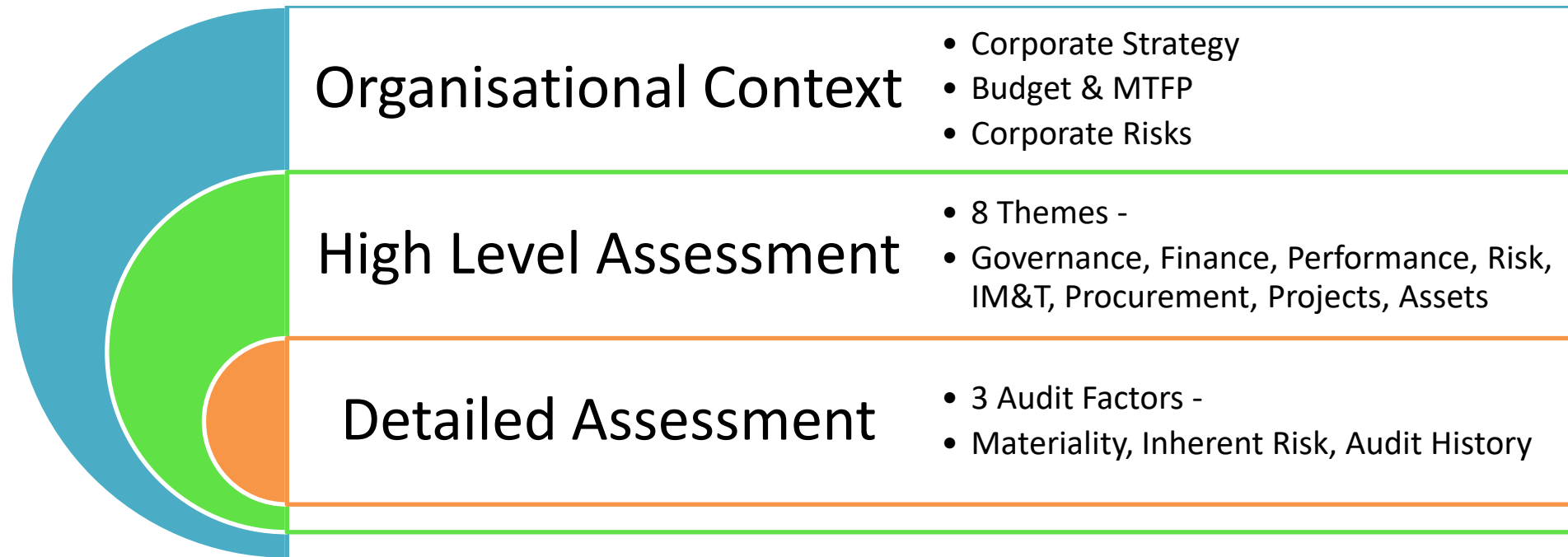
- **Use of our Reasonable Assurance Model**
- **Maximising Use of Technology**
- **Investment in Skills**
- **Offering complimentary assurance services**
- **Providing Value for Money**

The remainder of this document outlines our approach and also the indicative areas for our audit and assurance plan for 2020/2021.

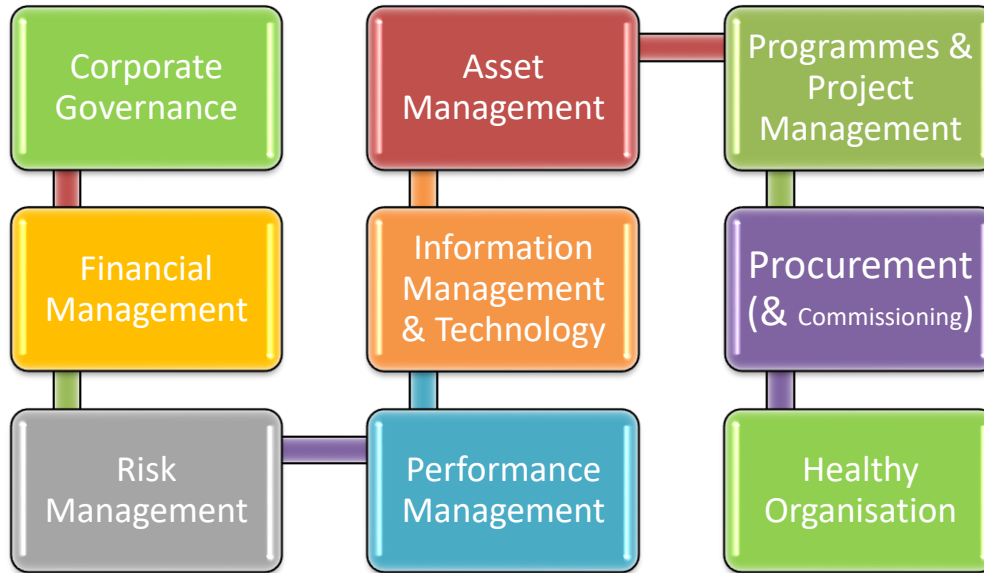


2. Reasonable Assurance Model – Producing the Audit Plan

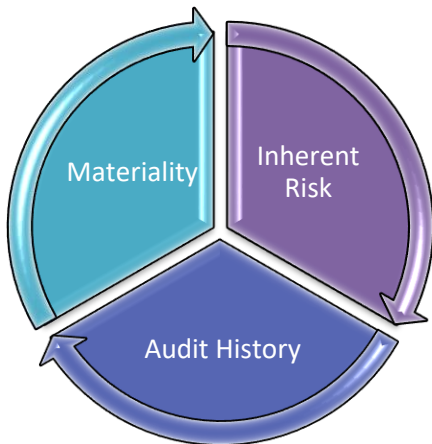
The model is based on the fundamental requirement that the audit plan proposed will deliver sufficient work to enable the Head of Audit to independently assess the internal control framework and give a reasonable assurance opinion at the end of each year. This involves considering current context of the Council, what a 'healthy organisation' requires to operate effectively and then assessing independently against this in a staged process as follows –



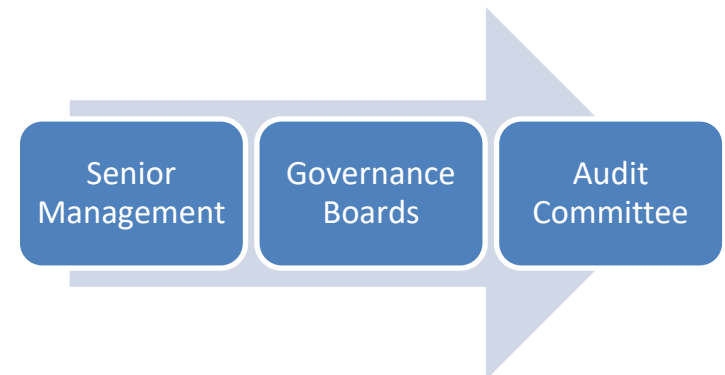
HIGH LEVEL ASSESSMENT AREAS – REASONABLE ASSURANCE



DETAILED ASSESSMENT CRITERIA



CONSULTATION & APPROVAL



Results of our Reasonable Assurance Model Risk Assessment –

LEVEL OF RISK	HIGH		FINANCIAL MANAGEMENT			
			INFORMATION MANAGEMENT	PROCUREMENT	ASSET MANAGEMENT	
		CORPORATE GOVERNANCE	PROGRAMME & PROJECT MANAGEMENT	PERFORMANCE MANAGEMENT		
				RISK MANAGEMENT		
	LOW					
	HIGH	LEVEL OF ASSURANCE				LOW

3. Internal Audit Plan 2020/21 Areas for Review

Audit Area	Reasonable Assurance Theme
Covid-19 – Number of Audit Areas to be Defined	All Themes
Counter Fraud & Corruption Reviews	All Themes
Grant Certification Reviews	Financial Management
Highways Interventions & Drainage	Risk Management
Governance - Council Companies	Corporate Governance
Waste Collections - Income	Financial Management
Property – Compliance (Statutory - H&S)	Risk Management
Clean Air Zone	Project Management
Grant Funded Projects	Financial Management
Accounts Payable (Agresso FMS Authorisations)	Financial Management
Revenue Estate - Property Acquisitions	Corporate Governance / Financial Management
Car Parking Enforcement	Financial Management
APF - Altair - IT System Access	Information Management
Revenue Estate - Service Charges and Tenant Management Relations	Financial Management
Use of Unregulated Placements	Procurement
Community Care Contract Management - Integrity of Data	Corporate Governance / Performance Management
Climate Change Response	Risk Management
APF - Risk Management	Risk Management
Waste - Transfer Station	Financial Management
IT Audit - Configuration Management – Servers and Endpoints	Information Management
IT Audit - Electronic Service Delivery - Revenue & Benefits	Information Management
Community Resource Centre - Establishment Review	Asset Management
APF - Business Continuity	Risk Management
Heritage – Retail Shops – Purchasing & Stock Control	Asset Management / Procurement
Council Tax - Liability, Billing & Refunds	Financial Management
Revenue Estate - Asset Utilisation	Asset Management
IT Audit - Helpdesk – Issue and Problem Management	Information Management
APF - Pensions Governance COP 14	Corporate Governance
IT Audit - Integrated Care Children’s Record Data (Migration)	Information Management
IT Audit - Application - IDOX Contract Management	Information Management

Audit Area	Service or Reasonable Assurance Theme
Housing Benefits Processing Claims (& Overpayments)	Financial Management
Traffic Signals & Intelligent Network	Procurement (Commissioning)
Building Control	Financial Management / Risk Management
Governance - Decision Making	Corporate Governance
Schools - Income & Payments (VAT)	Financial Management
Alternative Learning	Procurement (Commissioning)
GLL Contract Management	Procurement (Commissioning) / Financial Management
Parks	Procurement (Commissioning)
Follow- Ups, including:	
NNDR Debt Recovery	Governance Single Panel
Highways Contract Management	Street Lighting Procurement
Financial Ledger Control Accounts	Car Parking Permits
Council Tax Collection Rates & Returns	Council Recharges to CCG
IT User ID & Authentication	Passenger Transport
Financial Ledger - Journal & Virements	IT - Cloud & Hosted Security
Purchasing Card Data Analytics	IT - Firewalls
APF Scheme of Delegations	Accounts Receivable
APF -COP14 DP	IT - Back Up & Recovery
Community Care - Integrated Care Record	IT - Malware
Financial Ledger Key Systems Interface	Safer Recruitment
IT User & Access Management	Music Service
Community Care Contract Management	Licensing Taxis
Car Parking Income	CCTV Operational Management
Allocation, Recording & Reporting	APF -iConnect
Care Assessments	