



Southern Internal Audit Partnership

Assurance through excellence
and innovation

WAVERLEY BOROUGH COUNCIL INTERNAL AUDIT PLAN 2024-25

Prepared by: Iona Bond, Assistant Head of Partnership

February 2024

Introduction

The role of internal audit is that of 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'.

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation's objectives.

The aim of internal audit's work programme is to provide independent and objective assurance to management, in relation to the business activities; systems or processes under review that:

- the framework of internal control, risk management and governance is appropriate and operating effectively; and
- risk to the achievement of the Council's objectives is identified, assessed and managed to a defined acceptable level.

The internal audit plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of Internal Audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.

Internal Audit focus should be proportionate and appropriately aligned. The plan will remain fluid and subject to on-going review and amendment, in consultation with the relevant stakeholders to ensure it continues to reflect the needs of the Council. Amendments to the plan will be identified through the Southern Internal Audit Partnership's continued contact and liaison with those responsible for the governance of the Council.

Your Internal Audit Team

Your internal audit service is provided by the Southern Internal Audit Partnership. The strategic lead will be Iona Bond, Assistant Head of Partnership, supported by Jade Lakeland, Audit Manager.

Conformance with Internal Auditing Standards

The Southern Internal Audit Partnership service is designed to conform to the Public Sector Internal Audit Standards (PSIAS). Under the PSIAS there is a requirement for audit services to have an external quality assessment every five years. In September 2020 the Institute of Internal Auditors were commissioned to complete an external quality assessment of the Southern Internal Audit Partnership against the PSIAS, Local Government Application Note and the International Professional Practices Framework.

In selecting the Institute of Internal Auditors (IIA) a conscious effort was taken to ensure the external assessment was undertaken by the most credible source. As the authors of the Standards and the leading Internal Audit authority nationally and internationally the IIA were excellently positioned to undertake the external assessment.

In considering all sources of evidence the external assessment team concluded:

'The mandatory elements of the IPPF include the Definition of Internal Auditing, Code of Ethics, Core Principles and International Standards. There are 64 fundamental principles to achieve with 118 points of recommended practice. We assess against the principles. It is our view that the Southern Internal Audit Partnership conforms to all 64 of these principles.'

'We have also reviewed SIAP conformance with the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN). We are pleased to report that SIAP conform with all relevant, associated elements.'

Conflicts of Interest

We are not aware of any relationships that may affect the independence and objectivity of the team which are required to be disclosed under internal auditing standards.

Waverley Borough Council – Corporate Priorities 2020 – 2025

Waverley Borough Council have set their Corporate Strategy for 2020 to 2025 which sets out their strategic priorities for the next five years:



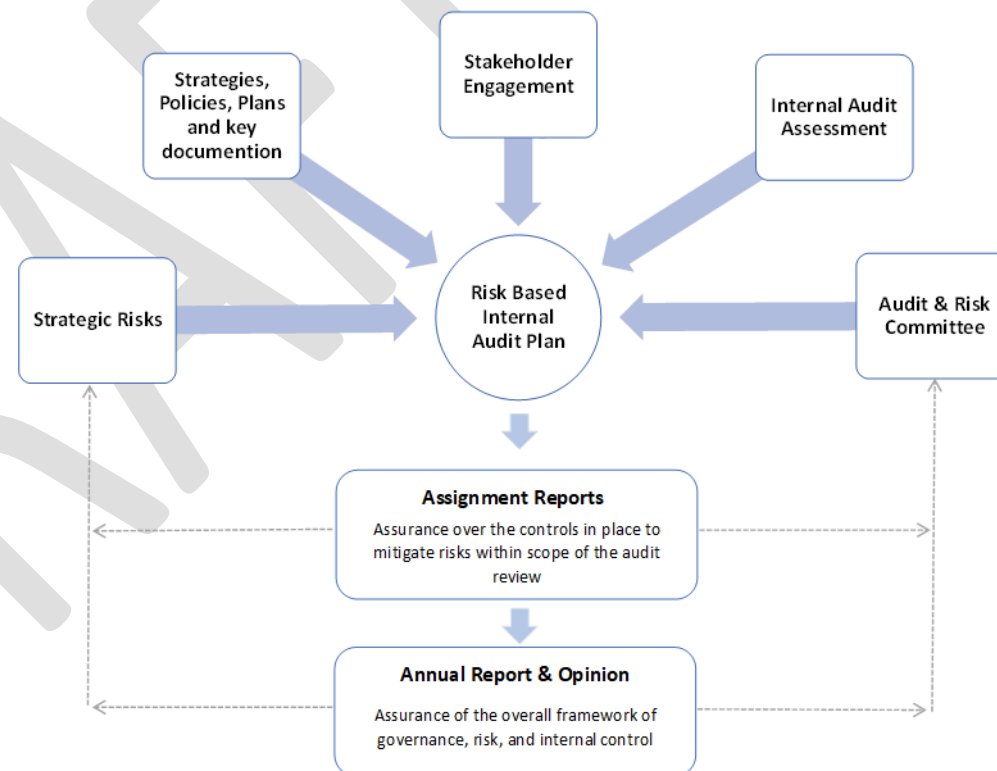
In accordance with the Public Sector Internal Audit Standards there is a requirement that internal audit establish a risk-based audit plan to determine the resourcing of the internal audit service, consistent with the organisation's goals.

Based on conversations with key stakeholders, review of key corporate documents and our understanding of the organisation, the Southern Internal Audit Partnership have developed an annual audit plan for the coming year.

Audit planning is a perpetual process throughout the course of the year to ensure we are able to react to new and emerging risks and the changing needs of the organisation.

The Council are reminded that internal audit is only one source of assurance and through the delivery of our plan we will not, and do not seek to cover all risks and processes within the organisation.

We will however continue to work closely with other assurance providers to ensure that duplication is minimised, and a suitable breadth of assurance is obtained.



To produce a meaningful and value adding audit plan SIAP gather information from a variety of sources as depicted in the above diagram., however, at the time of our planning process Waverley Borough Council did not retain a Strategic or Directorate risk registers.

Whilst the risk registers are an important source of information used to inform the risk based internal audit planning process, they are not the only source of intelligence used. We supplement our review of organisational risk through a range of additional sources of information including review of strategic, policies, plans and key documentation, engagement with key stakeholders and our own internal audit needs assessment.

Whilst the absence of organisational risk register has not inhibited our ability to create an audit plan for 2024/25, in is important that the absence of such a resource is creating a risk-based plan is clearly highlighted.

Internal Audit Plan 2024-25

| Audit Review | Audit Sponsor (Joint Strategic Director) | Indicative Scope | Proposed Timing |
|-------------------------------|---|---|--------------------|
| Corporate/Governance | | | |
| Fraud Framework | Transformation and Governance | Cyclical assurance over the governance arrangements to prevent, detect and investigate fraud and irregularities. | Q4 |
| Health and Safety (Corporate) | Place | Effective H&S Strategy in place and operating effectively with effective governance, accountability and issue resolution. | Q2 |
| Human Resources | Transformation and Governance | Assurance against key services / risk over a cyclical period, to include: <ul style="list-style-type: none"> · Workforce Strategy / Development · Performance Management · Absence Management · Recruitment · Training & Development · Use of Agency Staff · Use of Volunteers | Q2 |

| Audit Review | Audit Sponsor (Joint Strategic Director) | Indicative Scope | Proposed Timing |
|---|---|--|--------------------|
| For 24/25 the focus will be on recruitment and retention. | | | |
| Risk Management | Transformation and Governance | Assurance over the risk management framework including governance, transparency and maturity. | Q4 |
| Decision making and Accountability | Transformation and Governance | Assurance over the effectiveness and transparency of the decision-making process at officer and Member level. To consider governance, sufficiency, accuracy and timeliness of information including consultation with the public as necessary. | Q4 |
| Safeguarding | Community Wellbeing | To ensure effective policies and procedures are in place and training provided to staff along with appropriate statutory checks. | Q2 |
| Information Governance | Community Wellbeing | Assurance over information governance arrangements to include FOI, SAR, Transparency and General Data Protection Regulation (GDPR). | Q4 |
| Core financial systems | | | |
| Contract Management | Transformation and Governance | Assurance over the processes in place for contract management arrangements, particularly around the maintenance of the contracts register and smaller contracts not featured elsewhere within the audit plan. | Q2 |
| Main Accounting | Transformation and Governance | Cyclical review as a key financial system. | Q2 |
| Medium Term Financial Planning | Transformation and Governance | Assurance over the process and development of the medium-term financial strategy. | Q3 |
| Treasury Management | Transformation and Governance | Cyclical review as a key financial system. | Q3 |
| Council Tax | Transformation and Governance | Cyclical review as a key financial system. | Q3 |
| IT | | | |
| Disaster Recovery Planning | Community Wellbeing | Assurance that the disaster recovery plan is comprehensive, appropriately documented, governed and tested. | Q3 |

| Audit Review | Audit Sponsor (Joint Strategic Director) | Indicative Scope | Proposed Timing |
|--|---|---|--------------------|
| Effective strategic planning and development to meet the needs of our communities | | | |
| Capital Programme Delivery | Place | Assurance over the framework of governance for the management and monitoring of the delivery of the capital programme. | Q3 |
| Planning and Development Management | Place | Assurance over the governance arrangements in place for the collection and distribution of CIL/S106 monies. | Q1 |
| Building Control | Transformation and Governance | Assurance over the administration of building control applications, including the collection of fees and charges. | Q4 |
| Good quality housing for all income levels and age groups | | | |
| Rents | Community Wellbeing | Cyclical review of the rent collection process. | Q1 |
| Repairs and Maintenance (Statutory H&S Checks) | Community Wellbeing | Assurance over the arrangements in place to ensure that all required legislative checks are being conducted and any remedial works identified are undertaken in a timely manner for the Council's housing stock. For 2024/25 the focus will be on electrical and fire safety checks. | Q2 |
| Responsive Maintenance and Emergency Repairs | Community Wellbeing | Assurance over the governance arrangements in place for the management and operation of responsive and emergency repairs works. | Q3 |
| Taking action on climate emergency and protecting the environment | | | |
| Environmental Health and Crime | Place | To provide assurance over regulatory activities including animal control, food safety, pollution control, enforcement, etc. For 2024-25 the focus will be on air quality monitoring. | Q3 |
| Climate Strategy | Transformation and Governance | Assurance over the governance arrangements and funding plan established to manage and monitor progress against the Climate Change Action Plan. | Q3 |
| Other | | | |
| Car Parks and Enforcement | Transformation and Governance | Assurance over the arrangements in place for the administration of Parking Charge Notices | Q4 |
| Miscellaneous | | | |

| Audit Review | Audit Sponsor (Joint Strategic Director) | Indicative Scope | Proposed Timing |
|--------------|---|------------------|--------------------|
| Management | | | Q1 – Q4 |
| Total Days | | | 300 |

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