



**Southern Internal
Audit Partnership**

Assurance through excellence
and innovation

**WAVERLEY BOROUGH COUNCIL
INTERNAL AUDIT PLAN 2024-25 (Q1 AND Q2)**

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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 Directors and Audit Sponsors, 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:



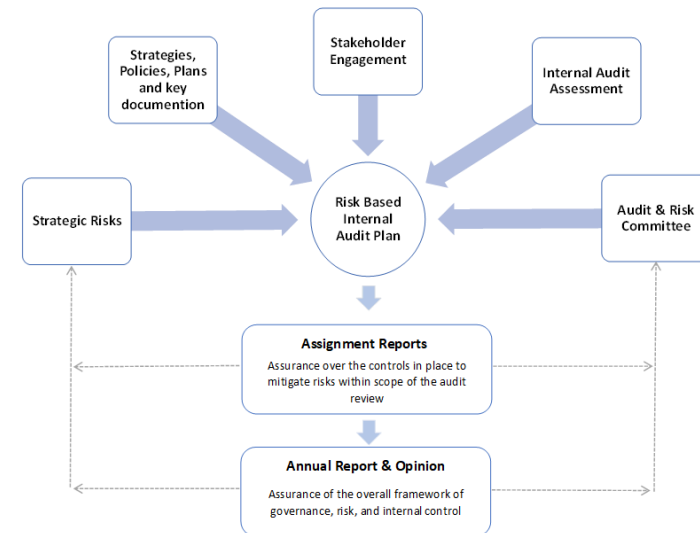
Developing the internal audit plan 2024/25

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.

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.

To ensure internal audit focus remains timely and relevant, the Southern Internal Audit Partnership has moved to a quarterly planning process.

Based on conversations with key stakeholders, review of risk registers, key corporate documents and our understanding of the organisation, the Southern Internal Audit Partnership have developed a plan of proposed internal audit coverage during quarter 1 and 2.



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, it is important that the absence of such a resource is creating a risk-based plan is clearly highlighted.

Internal Audit Plan 2024-25 – Quarter 1 and 2

Audit	Sponsor (Joint Strategic Director)	Scope/ Risk	Strategic / Committee Risk	Quarter
Annual Governance Statement	Finance	Assurance over the framework to compile, contribute and deliver the AGS.	-	Q1
Council Tax	Finance	Assurance over the governance and control framework to support the effective delivery of the Council Tax service.	-	Q1
National Non-Domestic Rates	Finance	Assurance over the governance and control framework to support the effective delivery of the NNDR service.	-	Q1
Car Parking	Finance	Assurance over the arrangements in place for the administration of Parking Charge Notices.	-	Q2
Medium Term Financial Planning	Finance	Assurance over the process, assumptions, and development of the medium-term financial strategy.	-	Q2
Housing Rents	Community Wellbeing	Cyclical review of the rent collection process.	-	Q2
Health and Safety (Corporate)	Place	Effective H&S Strategy in place and operating effectively with effective governance, accountability, and issue resolution.	-	Q2
Management		To include audit planning, reporting, attendance at Corporate Management Board and Corporate Governance & Standards Committee, action tracking, liaison with key stakeholders and annual report and opinion (2023-24).	-	Q1 - 2