

# Revised Internal Audit Annual Plan 2020-2021





#### 1. Introduction

- 1.1 Unsurprisingly, like all Council services, the Coronavirus pandemic has had a significant impact on Internal Audit, including the way in which our staff work, the nature of the work we are able to carry out and the extent to which we are able to deliver our planned audit activities.
- 1.2 As explained in previous update reports to this committee, the decision was taken at the outset of the pandemic to effectively suspend all 2020/21 planned audit activities in order to avoid interfering with the organisation's response to the pandemic and also to enable us to refocus our efforts on providing advice and support to services over the control environment, especially where significant changes to working practices have been required. In addition to this, a number of staff from across Orbis Internal Audit were also redeployed to other front-line teams to assist with their own response to the pandemic.
- 1.3 Now that much of this work has been completed and most staff have returned from redeployment, it has been necessary to revise the original audit plan in order to reflect the new risk environment and the reduced period of coverage. The purpose of this report is therefore to present to management and the committee the revised plan for 2020/21, covering the period from September 2020 to March 2021. Full details of the revised Internal Audit plan are provided in Section 5 of this report.

### 2. Process for amending the plan

- 2.1 The update to the plan has followed a similar (but reduced) process as that used to produce the original 2020/21 Internal Audit Plan, including management's assessment of risk and our own risk assessment of the Council's major systems and other auditable areas. It has involved consultation with a range of stakeholders, the re-review of risk registers and external guidance, comparison with other authorities' and our knowledge of the impact of Covid 19 on this organisation and the delivery of its services.
- 2.2 Despite the extent of changes that have been made to our audit coverage in 2020/21, it is anticipated that, taking into account the Covid 19 reactive work carried out in the first part of the year and delivery of the revised plan set out below, sufficient work will still have been completed to enable the Chief Internal Auditor to provide an overall annual internal audit opinion for the organisation covering 2020/21. Periodic update reports on progress and performance of the service will continue to be provided to management and the Audit and Standards Committee.

#### 3. Deletions from the original audit plan

3.1 The table below details the proposed deletions from this year's Internal Audit Plan. Only one key financial system has been deleted. This is the audit of Housing Benefits which will be scheduled for quarter 1 of 2021/22. The prioritisation of the other audits in this list will be considered as part of the audit planning process for 2021/22.





Directorate	Audit Title
EEC	Parking Enforcement
EEC	Section 106 (Planning)
F&R	Capital Programme
F&R	Housing & Council Tax Benefits
FCL	Apprenticeship Levy
FCL	Special Education Needs
HASC	Residential Care for the Elderly
HASC	Payments to GPs and Pharmacies
HNC	Housing Local Delivery Vehicle (Follow-up)
IT&D	Orbis ICT Cross-authority Working Arrangements
IT&D	IT&D Major Projects
IT&D	GCSX Replacement
IT&D	Departmental IT Teams
IT&D	End Users and Senior Stakeholder Behaviour
IT&D	Data Sharing Arrangements (with other Authorities and Health Partners)

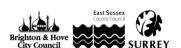
## 4. Additions to the Original Audit Plan

- 4.1 The following audits have been added to the revised Internal Audit Plan for 2020/21. These include a number of reviews that have a direct focus on the Covid 19 pressures faced by the Council, and/or the Council's response to managing the impact of the pandemic.
- 4.2 A narrative description of each of the audits is contained under paragraph 5 of this report.

Directorate	Audit Title
EEC	City Clean - Commercial Waste (Follow-up)
F&R	Covid 19 System Changes
FCL	Home to School Transport (COVID 19) Grant
FCL	School Attendance
FCL	Children's Assessments - EHCP's
HASC	Better Lives, Stronger Communities Programme
HASC	Health and Social Care Integration (Strategic Risk 20)
HASC	Direct Payments (Follow-up)
IT & Digital	Cyber Security during COVID
IT & Digital	Information Governance (Remote Working)
IT & Digital	IT Asset Management During COVID
IT & Digital	Housing Management System implementation

## 5. Counter Fraud

5.1 The Counter Fraud Team has continued to operate during the whole of 2020/21 but with significant restrictions on some areas of activity e.g. the investigation of housing tenancy fraud.





- 5.2 This service will continue throughout the remainder of 2020/21 with contingencies in place to ensure the delivery of both an effective reactive and proactive counter fraud service.
- 5.3 In addition, Internal Audit will promote an anti-fraud and corruption culture within the Council to aid the prevention and detection of fraud. Through the work of the Counter Fraud Team, Internal Audit will maintain a fraud risk assessment and deliver a programme of proactive and reactive counter fraud services to help ensure that the Council continues to protect its services from fraud loss. This includes leading on the National Fraud Initiative data matching exercise on behalf of the Council.

## 6. Revised Internal Audit Plan 2020/21

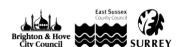
6.1 The table below details the full list of audits to be delivered as part of the revised 2020/21 Internal Audit Plan.

Review Name	Outline Objective
Finance and Resources	
Working Time Directive	A follow-up on a partial assurance 2019/20 report, including
(Follow-up)	providing assurance that effective monitoring arrangements are in
	place, opt-out agreements are being signed and that managers and
	staff are aware of their statutory obligations.
Recruitment	An audit of the Council's recruitment arrangements. To provide
	assurance that all recruitments comply with approved procedures
	and that controls mean that appropriate evidence of identity and
	competency is obtained to support all decisions made.
Payroll	To review controls in relation to the staff payment system, including
	those relating to starters, leavers, temporary and permanent
	payments, variations of pay, and pre-employment checks.
Debtors	To review the processes and key controls relating to the accounts
	receivable system, including those in place for ensuring the accuracy
	of customer details, completeness, accuracy and timeliness of
	invoicing, recording and matching payments to invoices, and debt
	recovery.
Creditors	To review the processes and key controls relating to the accounts
	payable system, including those in place for ensuring the accuracy of
	vendor details, the processing of invoices, goods receipting and
	promptness of payments.
Council Tax	To provide assurance that controls over council tax collection are
	effective, including billing, collection, recovery and the award of
	discounts.
Business Rates	That controls over business rate collection are effective including
(Amended)	billing, collection, recovery and reliefs. Additional assurance work
	will be carried out on Covid Business Grant awards.



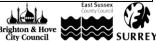


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Review Name	Outline Objective			
Budget Management	A review of the Council's budget management arrangements, to			
	include an assessment of the extent to which planned savings are			
	being delivered.			
Covid 19 System	To revisit changes to processes and systems that were made in			
Changes (New)	response to Covid-19 to ascertain whether these remain appropriate			
	and, if so, are adequately controlled.			
Families, Children and Lea				
Schools Audits	Allocation to include a sample of individual schools, general advice			
	and the communication of guidance and best practice to schools.			
EU Grant- Providing	To provide financial scrutiny and certification of the grant in			
Access to Childcare and	accordance with the EU First Level Controller requirements.			
Employment (PACE)				
Home to School	To check and certify the grant in accordance with the requirements			
Transport (COVID 19)	of the Department for Transport.			
Grant (New)				
School Attendance	To review the council's arrangements to ensure that school			
(New)	attendance is effectively managed and monitored across the city			
	during the Covid pandemic.			
Children's Assessments -	To review the assessment process for education, health and care			
EHCP's (New)	packages for young people. To include examining the timeframes for			
	assessment and review.			
Health and Adult Social C	are			
Hospital Discharge	An audit to review governance and accountability arrangements			
Arrangements	between organisations and teams for discharge planning.			
Home Care Follow-up	A follow-up on the 2019/20 Minimal Assurance report on this			
	service. To provide assurance that actions relating to the recording			
	of visits and payments to service providers have been implemented.			
Better Lives, Stronger	To review the Better Lives, Stronger Communities Programme. To			
Communities	provide a assurance on the programme management arrangements .			
Programme (New)				
Health and Social Care	A review of Strategic Risk 20. The risk reads, "Failure to achieve			
Integration (Strategic	Health and Social Care outcomes due to organisational and resource			
Risk 20) (New)	pressures on the CCG and BHCC. The audit will review the			
	management of this risk and the documented mitigations put in			
	place.			
Direct Payments	A follow-up on the 2019/20 audit review of Direct Payments which			
(Follow-up) (New)	concluded Partial Assurance.			
Environment, Economy and Culture				
City Clean (Follow-up)	To follow-up on actions arising from Internal Audit work and			
	investigations within this service in 2019/20.			





Review Name	Outline Objective
EU Grant - Shaping	To provide financial scrutiny and certification of the grant in
Climate change Adaptive	accordance with the EU First Level Controller requirements.
PlacEs	
(SCAPE)	To provide fine science with a settle settle see the
EU Interreg Grant-	To provide financial scrutiny and certification of the grant in accordance with the EU First Level Controller requirements.
Brighton Cultural	accordance with the EO First Level Controller requirements.
Heritage Tourism	
Transport Capital Grants	To check and certify the grant in accordance with the requirements of the Department for Transport.
City Clean - Commercial	To follow-up on actions agreed that arose from an Internal Audit
Waste (Follow-up) –	review in 2017/18.
(New)	
Neighbourhoods, Commu	
Housing Temporary Accommodation	A follow-up on the 2019/20 audit of Housing Temporary
	Accommodation. To focus on budget management and debt collection.
Housing Repairs	To provide advice and assurance over the arrangements to bring the
Contract	housing repairs service in house.
EU Grant - Solar	To provide financial scrutiny and certification of the grant in
Adoption Rise in the Two Seas	accordance with the EU First Level Controller requirements.
(Solarise)	
EU Grant - Sustainable	To provide financial scrutiny and certification of the grant in
Housing Initiatives in	accordance with the EU First Level Controller requirements.
Excluded	·
Neighbourhoods	
(SHINE)	
Housing and Right to	The investigation and prevention of HRA housing fraud, including
Buy Fraud	illegal subletting and the prevention of Right to Buy irregularities.
IT and Information Gover	nance Audits
Care System	An audit of the controls over the implementation of the ECLIPSE care
Implementation -	system.
ECLIPSE Densing	To broke a support to the second to the seco
MCM Housing Repairs	To enable a smooth transition to an in-house Housing repairs, service the Council has opted to use the Mears MCM works management
Application	system for a period of two years. This audit will review major input,
	processing and output controls and will review the controls in place
	to interface with the payment system and general ledger.
Cyber Security during	This review will ensure that cyber security controls that are in place
COVID (New)	remain appropriate and continue to function as expected in this
	period.
Information Governance	The audit will review the controls in place to ensure information
(Remote Working) (New)	governance arrangements are in place when staff are working
	remotely. The audit will include review of the controls over printing,
	confidentiality of data, use of communication and 3rd party 'cloud'





Review Name	Outline Objective
	tools. We will also ensure there are sufficient arrangements to
	undertake the investigation and reporting of Data Breaches
	(remotely).
IT Asset Management	This review will evaluate the effectiveness of the controls in place to
during COVID (New)	support effective ICT asset management to support remote working
0 - 1 ( - 1 )	arrangements.
Housing Management	Project review of the implementation on the new Housing
System implementation	Management System.
(New)	
GDPR Follow-up	This audit will follow-up the previous GDPR audit to ensure actions
	have been implemented as agreed and to identify any further work
	required to comply with the requirements of the GDPR.
Children's Safeguarding	Social workers/safeguarding teams often use video to record
Data Handling	interviews and other interactions with children. This audit will seek
	to ensure there is an appropriate Data Protection Impact Assessment
	(DPIA) in place and being complied with, appropriate permissions are
	sought, and data is encrypted in transit and deleted as appropriate.
Internal Audit Service Ma	
Action Tracking	Ongoing action tracking and reporting of agreed, high risk actions.
Annual Internal Audit	Creation of Annual Report and Opinion.
Report and Opinion	
Audit and Fraud	Overall management of all audit and counter fraud activity, including
Management	work allocation, work scheduling and Orbis Audit Manager meetings.
Audit and Fraud	Production of periodic reports to management and Audit Committee
Reporting	covering results of all audit and anti-fraud activity.
Audit Committee and	Ongoing liaison with Members on internal audit matters and
other Member Support	attending Audit Committee meetings and associated pre-meetings.
Client Service Liaison	Liaison with clients and departmental management teams
	throughout the year.
Client Support and	Ad hoc advice, guidance and support on risk, internal control and
Advice	governance matters provided to clients and services throughout the
01:40	year.
Orbis IA Developments	Audit and corporate fraud service developments, including quality
	improvement and ensuring compliance with Public Sector Internal
0 ' ' '	Audit Standards.
Organisational	Attendance and ongoing support to organisational management
Management Support	meetings, e.g. Orbis Customer Board, Information Governance
Stratogy and Annual	Board, Orbis Customer Board, Corporate Health and Safety meetings.
Strategy and Annual	Development and production of the Internal Audit Strategy and
Audit Planning	Annual Audit Plan, including consultation with management and Members.
System Davalonment	
System Development and Administration	Development and administration of Audit and Fraud Management
anu Aumministration	systems.





