

Appendix C - AUDIT PLAN 2022/23 - AUDIT ASSIGNMENTS

Assignments				
Category	Audit Area	Proposed Scope	Ori Days	Rev Days
Corporate Reviews	Information Governance (GDPR Compliance)	Review of information governance arrangements in place to ensure ongoing compliance with GDPR legislation.	20	20
	Recruitment & Retention (inc post-covid culture)	Review of arrangements to encourage staff retention, including maintaining a sense of belonging post-covid (increased home-working) and recruitment processes in place to attract suitable candidates.	20	20
Risk Based Reviews	Regeneration Projects	Review of arrangements in place to manage delivery of various regeneration projects, including management of risks relating to increasing prices and supply chain issues.	20	20
	Car Parking	Review of commercial arrangements in place for car parking arrangements to ensure value for money (Merged with MFS Review)	10	10
Main Financial Systems	Creditors	Review to ensure suitable internal controls are in place to process payments to creditors, with focus on arrangements to monitor and manage use of new system.	20	20
	Car Parking Income	Review to ensure suitable internal controls are in place to secure income and ensure accurate accounting records (Merged with Directorate Review)	10	10
Follow Ups	Contingency / Routine Follow Up of Audit Recommendations	Contingency for Follow up review of any further partial/limited reviews.	10	10
	Risk Management	Follow up of implementation of recommendations from previous review.	5	5
Counter Fraud	Contingency	Contingency for performing fraud investigations, delivering counter-fraud work and delivering NFI.	10	10
	Covid-Grants Post-event fraud checks	Review of post-event fraud assurance checks in place for covid-19 support grants paid to local businesses.	10	10
	Procurement	Review of internal controls in place to prevent Procurement fraud pre/post commission of services.	20	20
Advice & Consultancy	Contingency	Contingency for audit advice requested throughout the year.	10	10
Contingency	Contingency	General contingency for additional audit work identified within the financial year.	5	21
	Local Government Re-Organisation	Contingency for additional audit work required to progress delivery of Internal Audit services as part of new authority from 2023/24.	20	20
Planning and Management	Team Management	Audit Manager time managing and administrating team (including planning/supervision/review/attending audit committee).	49	49
	Team Admin	Auditor time performing administrative tasks (one to ones, team meetings, timesheets, appraisals, corporate e-mails). 2 hour per week.	15	15

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Category	Audit Area	Proposed Scope	Ori Days	Rev Days
TOTAL PRODUCTIVE			254	270
Admin Codes	Annual Leave		64	72
	Vacancies		32	71
	Sickness		10	12
	Training		12	22
TOTAL DAYS			372	447