

GWYNEDD COUNCIL

COMMITTEE	AUDIT COMMITTEE
DATE	29 JANUARY 2013
TITLE	INTERNAL AUDIT PLAN 2012/13
PURPOSE	TO GIVE THE COMMITTEE AN UPDATE ON PROGRESS AGAINST THE 2012/13 INTERNAL AUDIT PLAN
AUTHOR	DEWI MORGAN, SENIOR MANAGER AUDIT & RISK
ACTION	FOR INFORMATION

1. INTRODUCTION

1.1 This report is a progress report on completion of the 2012/13 internal audit plan.

2. SUMMARY OF PROGRESS AGAINST THE PLAN

2.1 The 2012/13 internal audit plan is included in the appendix with the status of the work as at 31 December 2012 noted, together with the time spent on each project. The status of the work in the operational plan at that date was as follows:

Audit Status	Number
Planned	22
Working Papers Created	4
Field Work Started	10
Field Work Ended	3
Draft Report Issued	2
Final Report Issued	57
Closed	1
Total	<u>99</u>
Cancelled	11

2.2 The performance target for 2012/13 is to have 95% of the audits in the plan to be either closed or with the final report released by 31 March 2013. The quarterly profile of this indicator is as follows:

End of quarter 1	15%
End of quarter 2	35%
End of quarter 3	60%
End of quarter 4	95%

2.3 As seen from the table above, Internal Audit's actual achievement up to the end of the third quarter was **58.59%** against a target of 60%. The actual achievement was therefore slightly lower than the quarterly target.

3. AMENDMENTS TO THE PLAN

- 3.1 In addition to amendments that have been reported to previous meetings of the Audit Committee, following a review of the development of certain projects within the Council, and discussions with heads of department and other key officers, a number of modifications were made to the Audit Plan during the period up to 31 December 2012.
- 3.2 The tables below summarise these adjustments, as well as presenting reasons for the changes.

Table 1: Audits that have been removed from the plan:

Title	Reason	Effect (Days)
Local Budgets (<i>Corporate</i>)	At the time of drawing up the original audit plan, there was an expectation that Local Budgets would have been introduced in accordance with the original Three Year Plan 2011-2014. They have not yet been adopted, so the area is not suitable for auditing.	-10
eProcurement System (<i>Finance</i>)	Although the eProcurement system has been introduced, in the opinion of Internal Audit further development is needed before a full system audit would offer added value.	-20
Data and Information Quality Assurance (<i>Provider and Leisure</i>)	This involved further development of the CACI system. There has been a decision by the Department not to proceed with these steps for the time being, so there is no benefit in undertaking an internal audit of the area.	-20
Learning Disabilities Rationalisation of Provision Project (<i>Provider and Leisure</i>)	There have been many changes in the care field since production of the original internal audit plan, and these changes continue. As a result, it was decided that it would be a better use of resources of Internal Audit to review other areas, as set out in Table 3 below.	-10
Asset Management Plan (<i>Customer Care</i>)	As the Asset Management Plan will continue to be reviewed during 2012/13, it was decided to move the audit to 2013/14 in order to release resources to conduct new audits of higher priority, as indicated in Table 3 below.	-20
Occupational Therapy Service Partnership (<i>Housing and Social Services</i>)	Although this has been included in the original audit plan at the request of the Department, there has been insufficient progress to warrant the use of Internal Audit resources on it.	-10
Joint Commissioning with BCULHB (<i>Housing and Social Services</i>)	There have been successful joint audit with the Health Board during 2011/12. However, after discussions with officials of the Health Board's Internal Audit service it was concluded that there is limited scope for further work in 2012/13 given the work already achieved.	-25
Care Systems Support Unit (<i>Housing and Social Services</i>)	There was a proposal to establish a joint unit between Gwynedd Council and Anglesey County Council. The scheme has not progressed, so there is no scope for an audit at the moment.	-10

Table 2: Audits where the planned days have been reduced:

Title	Reason	Effect (Days)
Evaluation of the Social Media Pilot (<i>Customer Care</i>)	It was reported to the meeting of the Audit Committee on 22 November that 20 days have been allocated for this audit. Following requests for other investigations, and after researching further the extent of this audit, it was decided that 15 days is sufficient for the work.	-5
Corporate Risk Management (<i>Finance</i>)	Two days have been used for a short, specific review of the Inclement Weather Policy.	-2

Table 3: Audits that have been added to the plan:

Title	Reason	Effect (Days)
Quality of Correspondence (Corporate)	The audit has been added to the plan following an assessment of a request from the Head of Customer Care, after the audit <i>Arrangements for Dealing with Correspondence</i> .	+5
Staff CRB Checks (Corporate)	The audit has been added to the plan as part of a wider review of the Council's arrangements for safeguarding and protecting children and young people. An independent review of the Council's position with regards to the procedures for undertaking the relevant CRB checks on staff as part of the recruitment and appointment process is intended.	+25
Contract Terms - CRB Checks (Corporate)	As a further development of the above investigation, a request was received by the Head of Social Services, Housing and Leisure to conduct a review to ensure that contractors who work for the Council also meet their obligations in terms of CRB checks on their staff too. The process of scoping this audit is currently underway.	+25
Wales Government - Arrangements for Processing Student Finance (Education)	A request was received from the Welsh Government that Internal Audit conduct a review on the Education Department's arrangements for administering Student Finance. It is noted this is a request that has been sent to every council in Wales, and is not a reflection of the Government's perception on Gwynedd's arrangements.	+10
Consultancy Work - Finance Department Intranet Site (Finance)	After the appointment of temporary officers in Internal Audit during the summer of 2012, it was decided to incorporate this task into the audit plan, and identified as consultancy work (rather than employing another person to undertake the task).	+10
Income System Bank Reconciliation (Finance)	Further to Internal Audit's review of key controls of the Bank Reconciliation System in February 2012, and the Wales Audit Office's report on the Audit of Financial Statements presented to the Audit Committee meeting on 27 September 2012, it was decided that a further review would be conducted by Internal Audit during 2012 / 13 to ensure that the controls are now working effectively.	+10
Inclement Weather Policy (Customer Care)	As part of wider work on the Corporate Risk Management system, it was decided that it would be timely to address specifically the Inclement Weather Policy.	+2
Client Finance (Housing and Social Services)	This audit had been programmed to take place during 2013/14, but since other investigations have been cancelled for the reasons stated above, it has been moved forward to 2012/13.	+15
Members' Salaries and Expenses (Strategic and Improvement)	This was also an audit had been programmed to take place during 2013/14, but due to significant changes in the political arrangements has increased the risk of error, it was decided that it would be an appropriate use of internal audit time to conduct this review during 2012/13.	+20
Achievement of Savings Projects (Strategic and Improvement)	This is a key area for the Council. A review of the arrangements within the Department of Social Services, Housing and Leisure was undertaken separately, but it was concluded that undertaken a review of the arrangements in the rest of the Council during 2012/13 as well would be beneficial.	+10

4. RECOMMENDATION

- 4.1 The Committee is asked to note the contents of this report as an update on progress against the 2012/13 audit plan, offer comments thereon and accept the report.



Internal Audit Plan 2012/13

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
CORPORATE						
1-CORFF-03/2013	Arrangements for Dealing with Correspondence	30.00	0.00	30.00	32.89	Final Report Issued
1-CORFF-03/2013ans	Quality of Correspondence	0.00	5.00	5.00	0.81	Planning
1-CORFF-08/2013ynni	Energy Use	20.00	0.00	20.00	10.02	Planning
1-CORFF-09/2013gw	Workforce Planning	20.00	0.00	20.00	18.46	Field Work Started
1-CORFF-11/2013CRB	Staff CRB Checks	0.00	25.00	25.00	9.74	Field Work Started
1-CORFF-14/2013	Site Manager Functions	20.00	0.00	20.00	28.67	Final Report Issued
1-CPGV-01/2013	Contribution to preparation of the Annual Governance Statement	10.00	0.00	10.00	5.62	Final Report Issued
1-CTRT-02/2013	Undertaking Company Financial Assessment - NMWTRA Framework PQQ2	5.00	0.00	5.00	4.70	Final Report Issued
1-CTRT-03/2013tai	Former Housing Stock - Retention Monies	5.00	0.00	5.00	2.51	Planning
1-CTRT-06/2013	Contract Terms - CRB Checks	0.00	25.00	25.00		Planning
1-GRANT-AMG/2013cmac	Grant - Wales Coastal Monitoring Centre	10.00	0.00	10.00	7.97	Final Report Issued
1-GRANT-AMG/2013fial	Grant - National Framework for Animal Health and Welfare	10.00	0.00	10.00	9.77	Final Report Issued
2ADN-ADY-GWY/2013	Recording and Managing Leave	25.00	0.00	25.00	28.00	Final Report Issued
AE-TAL-04/2013tr	Administration of Invoices before passing to the Payments Unit	10.00	0.00	10.00	14.78	Final Report Issued
AN-ACY-03/2013II	Local Budgets	10.00	-10.00	0.00		Cancelled
AO-ARL-01/2013	Barclaycard Credit Cards	14.00	0.00	14.00	16.66	Final Report Issued
AO-ARL-05/2013	NFI (National Fraud Initiative)	25.00	0.00	25.00	28.45	Field Work Started
BC-PER-07/2013	Recruitment - Identity Checks	15.00	0.00	15.00	14.20	Final Report Issued
BE-POL-07/2013	Outcome Agreement	20.00	0.00	20.00	19.73	Field Work Ended
EDUCATION						
Resources						
4-DAT-X-ADD/2013ases	Welsh Government Development Programme Extension for Thinking and Assessment for Learning Grant	6.00	0.00	6.00	6.09	Final Report Issued
4-DAT-X-ADD/2013bao	Appetite for Life Grant	10.00	0.00	10.00	17.97	Final Report Issued
4-DAT-X-ADD/2013brec	Primary Schools Free Breakfast Initiative Grant	8.00	0.00	8.00	8.99	Final Report Issued
4-DAT-X-ADD/2013ffg	Community Focused Schools Childcare Allocation	10.00	0.00	10.00	13.09	Final Report Issued

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
4-DAT-X-ADD/2013ks23	Foundation Stage 2011-12 Revenue Grant	5.00	0.00	5.00	6.45	Final Report Issued
4-DAT-X-ELWa/2013	Post-16 Education Grant	1.00	0.00	1.00	0.95	Final Report Issued
EADDA23/2013	School Milk Service	10.00	0.00	10.00	9.40	Final Report Issued
EADDA26/2013	Management of secondary school building maintenance - VFM	10.00	0.00	10.00	2.26	Planning
EADDU01/2013	Wales Government - Arrangements for Processing Student Finance	0.00	10.00	10.00	0.27	Planning
Across the department						
EADDA33/2013	Appointment of Management Consultants, Education Department	10.00	0.00	10.00	11.21	Final Report Issued
Schools						
EADDA16/2013	Supply Appointments	15.00	0.00	15.00	23.75	Final Report Issued
EADDAYC/2013a	Primary Schools - Dismissals due to redundancy	22.00	0.00	22.00	0.00	Planning
EADDAYC/2013b	Primary Schools - Information Security	22.00	0.00	22.00	24.11	Final Report Issued
EADDAYC/2013c	Primary Schools - Teacher Allowances and Conditions of Service for Heads	20.00	0.00	20.00		Planning
HUMAN RESOURCES						
Support Unit						
BC-PER-05/2013	Administration of Car Loans	10.00	0.00	10.00	16.38	Final Report Issued
NORTH AND MID WALES TRUNK ROAD AGENCY						
3-AMG-ACGC/2013	Trunk Road Agency - invoices between councils	15.00	0.00	15.00	5.86	WP Created
FINANCE						
Across the department						
AO-ARL-09/2013	Consultancy Work - Finance Department Intranet Site	0.00	10.00	10.00	1.42	Field Work Started
Audit and Risk						
AM-YS-03/2013	Corporate Risk Management	10.00	-2.00	8.00	4.65	WP Created
Financial						
AD-DY-01/2013br	Income System Bank Reconciliation	0.00	10.00	10.00	0.00	Planning
AD-DY-01/2013kc	Debtors System - Review of Key Controls	10.00	0.00	10.00	14.38	Final Report Issued
AE-TAL-01/2013e	eProcurement System	20.00	-20.00	0.00		Cancelled
AE-TAL-01/2013kc	Payments System - Review of Key Controls	10.00	0.00	10.00		Planning
Accountancy						

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
AN-ACY-02/2013kc	Main Accounting System - Review of Key Controls	10.00	0.00	10.00	10.19	Final Report Issued
AN-ACY-02/2013pr	Main Accounting System - Upgrade Project	15.00	0.00	15.00	10.74	Final Report Issued
Pensions and Payroll						
AL-CYF-01/2013bacs	Payroll - BACS runs	5.00	0.00	5.00	5.57	Final Report Issued
AL-CYF-01/2013er	Payroll System Exception Reports	5.00	0.00	5.00	5.43	Final Report Issued
AL-CYF-01/2013hon	Use of Honoraria	0.00	10.00	10.00	8.18	Field Work Ended
AL-CYF-01/2013kc	Payroll System - Review of Key Controls	10.00	0.00	10.00	0.37	Planning
AL-CYF-01/2013par	Payroll System - Parameters and Algorithms	15.00	0.00	15.00	11.77	Final Report Issued
AL-CYF-07/2013	Payroll System - Deductions of Tax and National Insurance	15.00	0.00	15.00	10.73	Final Report Issued
AL-CYF-14/2013caci	Home Carer Wages - Cyborg - CACI Interface	10.00	-10.00	0.00		Cancelled
Revenue						
AA-AR-01/2013paye	Paye.net System	10.00	0.00	10.00	4.59	Field Work Started
AA-AR-03/2013	Income collection at offices	10.00	0.00	10.00	16.20	Final Report Issued
AB-BD-01/2013dis	Discretionary Benefits	15.00	0.00	15.00	6.46	Field Work Started
AB-BD-01/2013kc	Benefits System - Review of Key Controls	10.00	0.00	10.00	7.70	Field Work Started
AC-TR-01/2013kc	Council Tax System - Review of Key Controls	10.00	0.00	10.00		Planning
AC-TR-01/2013sac	General IT Controls: Council Tax, Benefits and NNDR (Follow-up to WAO audit)	10.00	0.00	10.00	4.43	Final Report Issued
AC-TR-11/2013kc	NNDR System - Review of Key Controls	5.00	0.00	5.00	8.42	Final Report Issued
PROVIDER AND LEISURE						
Business and Administration Support						
M-GMG-GW01/2013	Data and Information Quality Assurance	20.00	-20.00	0.00	2.87	Cancelled
Cleaning and Caretaking						
M-GMG-J02/2013	Supervision of Duty Managers	15.00	0.00	15.00	17.00	Final Report Issued
Residential and Day						
GDARP-D07/2013	Supported Housing - Imprest Accounts and Income	20.00	0.00	20.00	21.79	Final Report Issued
GDARP-D08/2013	Learning Disabilities Rationalisation of Provision Project	10.00	-10.00	0.00	2.97	Cancelled
ECONOMY AND COMMUNITY						
Community Regeneration						
1-CTRT-04/2013c	Contract Management - Blaenau Ffestiniog Regeneration	10.00	0.00	10.00	23.14	Final Report Issued

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
BE-POL-10/2013gen	Genesis Scheme	15.00	0.00	15.00	17.68	Field Work Ended
BE-POL-10/2013pre	Young Apprentices Employment Route Project	15.00	0.00	15.00	2.77	Planning
BE-POL-10/2013tiw	New Work Connections Scheme	10.00	0.00	10.00	12.85	Final Report Issued
T-TAI-C04/2013	Communities First	20.00	0.00	20.00	0.66	Planning
Youth						
EADDI01/2013clwb	Youth Clubs	20.00	0.00	20.00	32.01	Final Report Issued
Major Projects						
1-CTRT-04/2013a	Contract Management - Sailing Academy	10.00	0.00	10.00	0.36	Planning
Skills and enterprise						
DDAT-AD06/2013	"Llwyddo'n Lleol"	20.00	0.00	20.00	0.89	Planning
DDAT-AD06/2013pot	"Potential" Project	10.00	0.00	10.00	9.55	Final Report Issued
Strategy and development Programmes						
4-DAT-X-GRANT/2013r	Youth Club Grants - Revenue Grant	5.00	0.00	5.00	5.82	Final Report Issued
CUSTOMER CARE						
Emergency Planning						
BC-PER-01/2013tyw	Inclement Weather Policy	0.00	2.00	2.00	1.64	Final Report Issued
Information Technology						
AW-TG-01/2013	Evaluation of the Social Media Pilot	0.00	15.00	15.00	4.66	Field Work Started
AW-TG-04/2013	Change Control	15.00	0.00	15.00	1.26	Planning
AW-TG-06/2013a	Thin Client	10.00	0.00	10.00	0.47	Planning
AW-TG-08/2013	Backups and Service Continuity	10.00	0.00	10.00	5.76	Final Report Issued
AW-TG-09/2013	Network Convergence	20.00	-20.00	0.00		Cancelled
Council Land and Property						
1-CTRT-04/2013b	Contract Management - Bro Dysynni Area School	10.00	0.00	10.00	3.34	WP Created
BA-EID-02/2013	Asset Management Plan	20.00	-20.00	0.00		Cancelled
BA-EID-02/2013leg	Protection from Legionella	20.00	0.00	20.00	22.53	Final Report Issued
SOCIAL SERVICES						
Across the department						
5-GOF-GCY-PART/2013a	Occupational Therapy Service Partnership	10.00	-10.00	0.00		Cancelled

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
5-GOF-GCY-PART/2013c	Extra Care Housing	20.00	0.00	20.00	9.73	Final Report Issued
5-GOF-PaPh-1/2013	Social Services Performance Measures - Accuracy of Core Data	25.00	15.00	40.00	46.86	Final Report Issued
5-GOF-X-CYLL/2013	Social Services - Implementing Savings	20.00	0.00	20.00	25.66	Final Report Issued
5-GOF-X-CYMD/2013	First Steps Improvement Package Grant	5.00	0.00	5.00	3.89	Final Report Issued
GCC-01/2013	Commissioning Framework Standard 7	0.00	5.00	5.00	6.37	Closed
GCC-05/2013	Joint Commissioning with BCULHB	25.00	-25.00	0.00		Cancelled
GRH-GW01/2013ff	Social Services - Security of Files and Data	20.00	-20.00	0.00		Cancelled
GRH-GW02/2013br	Client Assets Management Unit - Internet Banking	10.00	0.00	10.00	6.28	Final Report Issued
GRH-GW02/2013cc	Client Finance	0.00	15.00	15.00		Planning
GTG-SYS01/2013	Care Systems Support Unit	10.00	-10.00	0.00	1.86	Cancelled
Business						
5-GOF-BUS/2013all	Social Services Contracting Arrangements	40.00	0.00	40.00	41.93	Draft Report Issued
GGWAS-D02/2013	Brokerage Service	15.00	0.00	15.00	17.93	Final Report Issued
Children and Families						
GGWAS-P05/2013lley	Accommodation for Young Persons leaving care	15.00	0.00	15.00	3.89	Field Work Started
HIGHWAYS AND MUNICIPAL						
Fleet						
PGW-TR-02/2013	Workshops - Health and Safety Supervision	10.00	0.00	10.00	14.64	Final Report Issued
Municipal Works						
PBW-07/2013	Street Cleaning	15.00	0.00	15.00	17.02	Final Report Issued
Highways Works						
PPR-A55-01/2013	Works - A55 Contract	25.00	0.00	25.00	26.84	Final Report Issued
Waste Management and Streetscene						
PBW-03/2013	GwyriAD Scheme	20.00	0.00	20.00	17.03	Final Report Issued
REGULATORY						
Public Protection						
BB-YSG-11/2013	Licencing Unit	12.00	0.00	12.00	20.61	Final Report Issued
Transportation and Street Care						
1-GRANT-AMG/2013gtc	Grant - Local Transport Service	10.00	0.00	10.00	7.97	Final Report Issued

Audit Code	Audit Name	Original Plan	Adjustment	Revised Plan	Actual Days	Audit Status
3-PROJ-TRAF/2013briw	Pont Briwet Project	10.00	0.00	10.00	6.86	WP Created
3-PROJ-TRAF/2013trac	TraCC Partnership	15.00	0.00	15.00	11.38	Field Work Started
DDAT-CC-01/2013cy	Community Transport	20.00	0.00	20.00		Planning

STRATEGIC AND IMPROVEMENT

Democracy

BB-YSG-18/2013ex	Equipment with Former Members	15.00	0.00	15.00	8.14	Draft Report Issued
BB-YSG-18/2013tg	Members' IT arrangements	15.00	0.00	15.00	6.62	Final Report Issued
BE-POL-14/2013	Members' Salaries and Expenses	0.00	20.00	20.00	3.88	Planning

Performance and Scrutiny

1-CORFF-05/2013a	Achievement of Savings Projects	15.00	10.00	25.00	1.74	Planning
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GWYNEDD CONSULTANCY

Engineering and Building Control

3-YMG-CTRRT/2013fa	Comparison of Final Accounts with Original Tender	10.00	0.00	10.00	9.59	Final Report Issued
3-YMG-CTRRT/2013pen	Appointment of Engineering Contractors	20.00	0.00	20.00	21.32	Final Report Issued
3-YMG-CTRRT/2013pont	Bridges	10.00	0.00	10.00	12.65	Final Report Issued
