



Southern Internal Audit Partnership

Assurance through excellence
and innovation

ARUN DISTRICT COUNCIL

INTERNAL AUDIT PLAN 2023-24

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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 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, Senior Audit and Counter Fraud Manager, 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.

Arun District Council – Our Vision: A Better Future 2022 - 2026



Arun District Council have developed the Council Vision for 2022 - 2026 which sets their priorities for the next 4 years. The vision was adopted by Full Council on 9 March 2022.

The four themes underpinning the vision are:

- Improving the wellbeing of Arun
- Delivering the right homes in the right places
- Supporting our environment to support us
- Fulfilling Arun's economic potential

Council Risk

The corporate risks assessed by the Council are a key focus of our planning for the year to ensure it meets the organisation's assurance needs and contributes to the achievement of their objectives.

We will monitor the corporate risk register closely over the course of the year to ensure our plan remains agile to the rapidly changing landscape

Risk Number	Title	Risk Score
7	Climate Change	16
1b	Balance of Housing Revenue Account	12
2	Organisational Capacity to Deliver	12
4	ICT – Cyber Security	12
10	Planning Policy and Conservation – Development Plan	12
11	Major Projects	12
3	Change Management and Transformation	9
5	Corporate Business Continuity	9
12	Increased Homelessness	9
1a	Financial Resilience	8
8	Corporate Health and Safety	8
9	Equality and Diversity	8
14	Compliance Failings (Housing)	8
4	ICT – Physical or Technical Failure	6
15	Ineffective Complaints Management (Housing)	6
4	ICT – Loss of Staff	4
6	Information Governance and Data Protection	4
13	Housing Management System Implementation	4

Developing the Internal Audit Plan 2023/24

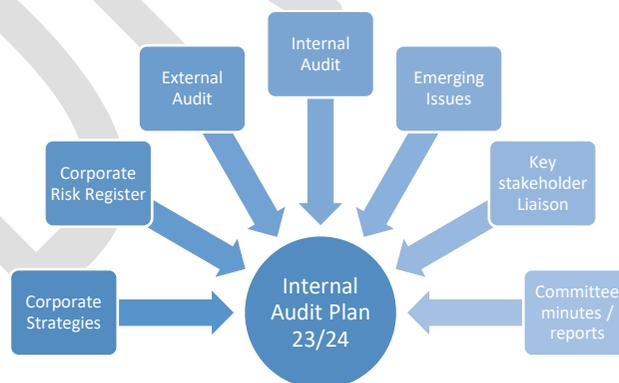
We have used various sources of information and discussed priorities for internal audit with the following groups:

- Directors of Services
- Chief Finance Officer (S151 Officer)
- Group Heads of Service
- Audit Committee
- Other key stakeholders as required

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 audit plan for 2023-24.

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.



Internal Audit Plan 2023-24

Audit Review	Audit Sponsor	Indicative Scope	Corporate Risks	Proposed Timing
Corporate				
Transformation	CX	To provide assurance on the delivery and governance of transformational projects to deliver improved and more efficient services.	CRR 3	Q4
Governance				
Fraud Framework	CX	Cyclical assurance over the governance arrangements to prevent, detect and investigate fraud and irregularities.		Q1
Risk Management	CX	Assurance over the risk management framework including governance, transparency and maturity.		Q2
Annual Governance Statement	CX	Cyclical assurance over the governance arrangements to compile, contribute and deliver the AGS.		Q1
Human Resources	CX	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 For 2023-24 coverage will focus on Recruitment.	CRR 2	Q3
IT				

Audit Review	Audit Sponsor	Indicative Scope	Corporate Risks	Proposed Timing
Cyber Security	Director of Environment and Communities	An annual review to review on a cyclical basis key initiatives including: <ul style="list-style-type: none"> · cyber security policies, procedures · training and awareness · testing · detection and recovery · cyber risk assessments · monitoring incidents · key risk indicators and remediation · assessing relationships with third parties and suppliers 	CRR 4	Q2
Disaster Recovery Planning	Director of Environment and Communities	Assurance that the disaster recovery plan is comprehensive, appropriately documented, governed and tested.	CRR 4	Q3
System Development and Implementation	Director of Environment and Communities	Assurance that the disaster recovery plan is comprehensive, appropriately documented, governed and tested.		Q1
PCI	Director of Environment and Communities	Compliance to meet industry standards.		Q1 – Q4
Finance				
NNDR	CX	Cyclical review as a key financial system.		Q1
Housing Rents	Director of Environment and Communities	Cyclical review as a key financial system.		Q3
Financial Resilience	CX	Assurance over the process and development of the medium-term financial strategy; budget setting / forecasting process; and in year		Q2

Audit Review	Audit Sponsor	Indicative Scope	Corporate Risks	Proposed Timing
budget monitoring to ensure the Council achieves a balanced budget and financial stability.				
Improving the Wellbeing of Arun				
Disabled facilities Grants	Director of Growth	Assurance over the administration and awarding of grants in line with local / legislative requirements.		Q4
Leisure	Director of Environment and Communities	Effective contract management of leisure operators. Assurances that the Council are benefiting from the expected outcomes of arrangements in place.		Q3
Delivering the Right Homes in the Right Places				
Housing Voids	Director of Environment and Communities	Assurance over the timely assessment, repair and reinstatement of void properties (to include overview of effective contract management arrangements and deliverables as relevant)		Q1
Responsive Maintenance	Director of Environment and Communities	Assurance over the governance arrangements in place for the management and operation of the responsive repairs contract.	CRR 14	Q2 (or Q4)
Replacement Housing IT System	Director of Environment and Communities	Assurance over the project management, governance and delivery of the replacement Housing IT system.	CRR 13	Q1 -Q4
Planning and Development Control	Director of Growth	Assurance over the governance arrangements in place for the collection and distribution of CIL monies.		Q4
Supporting our Environment to Support Us				

Audit Review	Audit Sponsor	Indicative Scope	Corporate Risks	Proposed Timing
Parks and Green Spaces	Director of Environment and Communities	Assurance over the governance and contract management arrangements in place.		Q4
Environmental Health and Protection	Director of Growth	Assurance over regulatory activities including animal control, food safety, pollution control, contaminated land, enforcement. For 2023/24 – coverage will focus on the areas of food safety, noise and enforcement.		Q2 & Q3
Fulfilling Arun's Economic Potential				
Economic Regeneration	Director of Growth	Assurance over the governance framework supporting the achievement of the Council's regeneration aspirations/plans.	CRR 11	Q2
Corporate Property Portfolio	Director of Growth	Assurance over the governance and management of reactive and proactive maintenance of corporate buildings including statutory checks (to include overview of effective contract management arrangements and deliverables as relevant).		Q1
Miscellaneous				
Licensing		Assurance over the governance and management of taxi licenses.		Q4
Other				
Management				Q1 – Q4
Total Days				365

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