

Audit Plan 2018/19

Line	Audit Area	Service Area	AD	BTC	Risk rating	Quarter
	General ledger, assets & capital accounting - fixed					
1	asset module late May/early June	Finance & Human Resources	KC	A,B,D	H*	Qtr 3/4
2	P2P (creditor payments)	Finance & Human Resources	KC	A,B,D	H*	Qtr 2/3
3	Cash collection	Finance & Human Resources	KC	A,B,D	H*	Qtr 2
4	Treasury Management	Finance & Human Resources	KC	A,B,D	H*	Qtr 1
5	Payroll/HR (compliance of old and new systems)	Finance & Human Resources	KC	A,B,D	H*	Qtr 3 & 4
6	PSE upgrade (Support with implementation and audit checks/verifications)	Finance & Human Resources	KC	A,B,D	H	As required
7	Council Tax/NNDR	Finance & Human Resources	KC	A,B,D	H*	Qtr 1/2
8	Sales Ledger	Finance & Human Resources	KC	A,B,D	H*	Qtr 2/3
9	Liquid Logic Finance Module (Controc)	Finance & Human Resources	KC	A,B,D	H	QTR 4
10	New print & postage contract	Finance & Human Resources	KC	A,B,D	M	QTR 2
10	Debt recovery process (inc. Legal recovery)	ALL AREAS	all	A,B,D	H	QTR 2
11	Early help assessment & support plan framework	Children safeguarding	JB	A,B,D	M	Qtr 4
12	Intervention to support foster carers to achieve placement objectives	Children safeguarding	JB	A,B,D	M	Qtr 3
13	Embedding of the family solutions principles	Children safeguarding	JB	A,B,D	M	Qtr 3
14	Increase the number of children who achieve permanency	Children safeguarding	JB	A,B,D	H	Qtr 4
15	Special Guardianship	Children safeguarding	JB	A,B,D	M	Qtr 1
16	Parenting Assessments	Children safeguarding	JB	A,B,D	H	Qtr 2
17	Safeguarding & The care Act	Adult social care	SD	A,B,D	H	Qtr 3

18	Effectiveness of new operational model - Community Early Help & Community Social Work (MC)	Adult social care	SD	ALL	M	Qtr 3
19	Reduce number of people in residential care by developing housing schemes	Adult social care	SD	A,B,D	M	Qtr 4
20	Partnership Working	Adult social care	SD	A,B,D	M	Qtr 4
21	Pooled Budgets	Adult social care	SD	A,B,D	H	Qtr 3
22	Quality assurance framework	Adult social care	SD	A,B,D	M	Qtr 3
23	File audits	Adult social care	SD	A,B,D	M	Qr 1
24	Business Continuity - review of updated process & plans	Health & Well-Being - all areas	LN	A, B, D	H	Qtr 3
25	My options - young people services	Health & Well-Being	LN	A, B, D	H	Qtr 1
26	Healthy Child Programme	Health & Well-Being	LN	A, B, D	M	Qtr 3
27	Substance Misuse	Health & Well-Being	LN	A, B, D	M	Qtr 2
28	Shared lives	Health & Well-Being	LN	A, B, D	M	3 or 4
29	Staff retention	Health & Well-Being	LN		H	Qtr 2
30	Building capacity in the voluntary sector - £700k - review of usage	Co-operative Council	RP	ALL	M	Qtr 4 As required
31	Troubled families grant	Co-operative Council	RP	B,D	M	Qtr 4
32	Telford 50 & telford 20	Co-operative Council	RP	all	M	Qtr 2
33	Workforce strategy	Co-operative Council - ALL SERVICE AREAS	RP	A, B, D	M	Qtr 2
34	Management & Leadership programme	Co-operative Council	RP	all	L	Qtr 2
35	Housing Benefits & Local council tax support - to include Welfare reform & universal credit (Include new blue badge system)	Customer & Neighbourhood Services	AA	ALL	H*	Qtr 3

36	Bus subsidy grant	Customer & Neighbourhood Services	AA	A, B, D	L	As required
37	H&S Management System Implementation - project assurance	Customer & Neighbourhood Services	AA	A, B, D	M	Qtr4
38	Schools (17 schools)	Education & Corporate Parenting	HL	B,D	M	ALL
39	ESF Skills funding agreement - audit checks so errors below 5% - EXTERNAL FUNDING ALSO LEP	Business, Development & Employment	KK	B,C,D	M	Qtr 3
40	National Careers Contract	Business, Development & Employment	KK	A, B, D	M	Qtr 4
41	Telford Land deal processes (Incl income)	Business, Development & Employment	KK	all	M	Qtr 1
42	BIT governance audit - Compliance with council policies	Business, Development & Employment	KK	A, B, D	M	Qtr 3
43	APT planning	Business, Development & Employment	KK	A, B, D	M	
44	Leisure Centres	Commercial Services	FM	ALL	M	Qtr 3
45	IT audits - see separate worksheet	Commercial Services	FM	ALL	H/M	As agreed
46	Sponsorship of council assets	Commercial Services	FM		L	Qtr 2 / 3
47	Homelessness reduction act	commercial Services	KK	all	H	Qtr 4
48	Housing Investment Project Nuplace- maintenance periods & money laundering policy	Commercial Services / BDE	KK	A,C	M	As required
49	Procurement - contract process review and monitoring to include Modern Slavery reporting	Governance, Procurement & Commissioning	JE	ALL	H	Qtr 3/ 4
50	Decommissioning guidance - are we complying with the guidance	Governance, Procurement & Commissioning	JE	B,D	M	Qtr 3
51	Money laundering Act 2017	Governance, Procurement & Commissioning	JE		H	Qtr 3 /4
52	Elections	Governance, Procurement & Commissioning	JE		M	Qtr 3

IT Audits:

2018/19 AUDIT AREAS

Back up & Storage	7 days
3rd party access incl wired & wireless network follow up	7 days
new Social Care System PIR review	16 days
Anti virus	8 days
GDPR	8 days
Single sign on :	7 days

53
days

PRIORITIES	
1	Put our children and young people first
2	Protect and create jobs as a 'Business Supporting, Business Winning Council'
3	Improve local people's prospects through education and skills training
4	Protect and support our vulnerable children and adults
5	Ensure that neighbourhoods are safe, clean and well maintained
6	Improve the health and wellbeing of our communities and address health inequalities

7	Regenerate those neighbourhoods in need and work to ensure that local people have access to suitable housing
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BEING THE CHANGE (BTC)	
A	Focusing on solving problems and promoting social responsibility and action to manage and reduce demand for services
B	Challenging & changing, reviewing and reimagining the way we do things
C	Reducing our dependency on Government grants
D	Being a modern organisation with modern practices and where we always get the basics right.