

Indicative Programme of Work 2023-24



Audit Reviews

Review Name	Outline Objective
Accounts Receivable	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
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.
Risk Management	This audit will review the Council's risk management arrangements and obtain assurance that it is operating in accordance with corporate expectations.
Cyber Security & Organisational Resilience	This audit will review the key controls operating for managing the significant risks in relation to Cyber Security, including an assessment of the controls to enable the authority to continue to function in the event of a cyber incident.
Temporary Accommodation (Project Assurance)	We will provide adhoc advice, support and guidance to the Temporary Accommodation programme, including supporting the Programme Board where appropriate.
Business Continuity	The objective of this audit will be to review the arrangements and plans in place for business continuity across the organisation, focussing on the ability of services to continue to function in the event of a significant adverse event.

Service Development

Review Name	Outline Objective
Service Development	Service development activity, including quality improvement and ensuring compliance with Public Sector Internal Audit Standards.

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Internal Audit Service Management and Delivery

Review Name	Outline Objective
Action Tracking	Ongoing action tracking, and reporting of high priority actions.
Annual Internal Audit Report and Opinion	Creation of Annual Report and Opinion.
Audit and Fraud Management	Overall management of all audit and service development activity, including work allocation, work scheduling.
Audit and Fraud Reporting	Production of periodic reports to the Senior Leadership Team and the Audit Committee covering the results of all audit and anti-fraud activity.
Audit Committee and other Member Support	Ongoing liaison with Members on internal audit matters and attending Audit Committee meetings and associated pre-meetings as appropriate.
Client Service Liaison	Liaison with clients and departmental management teams throughout the year.
Client Support and Advice	Ad hoc advice, guidance and support on risk, internal control and governance matters provided to clients and services throughout the year.
External Liaison	Liaison with external auditors and other external bodies, including attendance at regional and national audit groups and counter fraud hubs.
Organisational Management Support	Corporate Governance Group; Risk Management; and Management meetings (e.g. Departmental Team Meetings; Manager's Forums; Conferences).
Strategy and Annual Audit Planning	Development and production of the Internal Audit Strategy and Annual Audit Plan, including consultation with management and Members.