

Internal Audit – 2010/11 Audit Plan and Progress Report on 2009/10

Report of the Treasurer

For further information about this report please contact Keith Dixon, Treasurer, on 01743 260202.

1 Purpose of Report

The report seeks the Committee's confirmation of the 2010/11 Internal Audit Plan, and reports progress on the 2009/10 Plan.

2 Recommendations

The Committee is recommended to:

- a) Note progress on work in the current year; and
- b) Amend its 2010/11 Internal Audit Programme by bringing forward Banking and Insurance audits, and adding Purchase/ Procurement, Asset Management and Vehicle Fleet audits from the current year.

3 Background

The Committee, in November 2007, agreed a four-year Audit Plan, covering 2008/09 to 2011/12. This was based on risk assessment, and could be accommodated within existing budgets, except for extra funds required in 2008/09 largely for an IT Audit. The Programme is attached at Appendix A.

4 2009/10 Audit - Progress

The current position is set out in Appendix B. Because of work pressures and staff changes in the Resources Directorate, a request to delay the Purchasing / Procurement, Asset Management, and Vehicle Fleet audits has been made.

Following discussions with Internal Audit, it has been agreed that these audits could be switched to 2010/11. This is because they were assessed as medium/ low risk, i.e. warranting a single examination during the four-year audit period. Mutually convenient dates will be arranged in 2010/11.

5 20010/11 Audit

As a consequence of the request to delay the three audits from the current year, our Internal Audit service provider has asked whether it would be possible to bring forward the Banking and Insurance audits to the current year. This is possible, and would help even out work for the four-year audit period.

The Fraud and Corruption Audit is considered each year following discussion between the Treasurer, the Risk Management Group and Internal Audit. The area of service each year is not selected because there is any belief that fraud and corruption may have occurred. Rather, it is a rolling programme, looking at different aspects of the Service where potential risks may exist, but which would not otherwise be covered during the four-year programme. If Members have any views on areas of risk, these could be covered in 2010/11.

6 Financial Implications

There are no direct financial implications arising from this report.

7 Legal Comment

There are no direct legal implications arising from this report.

8 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

9 Appendices

Appendix A

Strategic Audit Plan for Shropshire Fire and Rescue Service 2008/09 to 2011/12

Appendix B

Systems Audit Position Statement 2009/10 for Shropshire Fire and Rescue Service

10 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

AUDIT AND CONSULTANCY SERVICES
DRAFT STRATEGIC AUDIT PLAN FOR SHROPSHIRE FIRE & RESCUE SERVICE 2008/09 TO 2011/12

Audit Area		Risk Score	Audit Priority	Audit Frequency	2008/09	2009/10	2010/11	2011/12	Totals
General Ledger Maintenance and Accounts		DA		AC	DA	DA	DA	DA	
Budget Preparation & Control		123	High	Judgemental	0	2	0	2	4
Data Quality		129	High	One off	5	0	0	0	5
Payroll system - to include enhanced coverage for personnel in one year		127	High	Annual	6	6	8	6	26
Banking Arrangements		120	High	AC/Annual	AC	AC	4	AC	4
Health and Safety		96	Medium Low	1/3	5	0	0	0	5
Creditors System	*	95	Medium Low	1/3	0	0	6	0	6
Computer Services		0			20	0	0	8	28
Purchasing / Procurement	*	94	Medium Low	1/3	0	3	0	0	3
Capital Budgeting and Accounting	*	93	Medium Low	1/3	5	0	0	5	10
Partnerships		93	Medium Low	1/3	0	0	5	0	5
Asset Management		90	Medium Low	1/3	0	3	0	0	3
Income Collection and Sundry Debtors	*	84	Medium Low	1/3	0	6	0	0	6
Vehicle Fleet		83	Medium Low	1/3	0	3	0	0	3
Misc - firefighters pension account		83	Medium Low	One off	3	0	0	0	3
Insurance		78	Medium Low	1/3	0	0	1	0	1
Estates Management		70	Medium Low	1/3	0	0	2	0	2
Misc - travel and subsistence (to include in payroll audit)		62	Low	1/4	0	0	0	1	1
Fire SSA and Statistics		60	De Minimis	0					0
Members Allowances		56	De Minimis	0					0
					44	23	26	22	115
DP/FOI		53	De Minimis	0	0	0	0	0	0
NFI				Annual	0	1	0	1	2
Risk Management and Business Continuity Arrangements			High		2	2	2	6	12
Corporate Governance (to inform AGS)			High		2	2	2	2	8
Review of Annual Governance Statement			High		1	1	1	1	4
Fraud and Corruption			High		2	2	2	2	8
Planning and Reporting					5	5	5	5	20
-Audit Needs Assessment					2	2	2	6	12
Recommendation follow up					2	2	2	2	8
Top up testing for DA			High		2	2	2	2	8
					62	42	44	49	197

* Fundamental systems (Audit Commission managed audits) not scheduled for annual audits according to the risk scores and audit priorities resulting from the audit needs assessment process.

version discussed KD/JC/GT/KH and AC 13.11.07

Systems Audit Position Statement 2009/10 Shropshire Fire and Rescue Service

As at 3.2.10

AREA	PLANNED DAYS	STATUS
Payroll	6	Draft issued 11.1.10
Fraud & Corruption	2	Areas covered agreed. To be completed
Corporate Governance	2	Issued 3.11.09
Review of Annual Governance Statement	1	Completed
Risk Management and Business Continuity	2	In progress
Income Collection – Sundry Debtors	6	Issued 29.9.09
Asset Management	3	Propose to carry forward to 2010/11
Purchasing and Procurement	2	Propose to carry forward to 2010/11
Vehicle Fleet	3	Propose to carry forward to 2010/11
Budget Preparation and Control	2	Issued 13.1.10
Audit needs assessment plus planning/reporting /briefings	7	As required
Top up Testing	2	Will be completed by the end of the financial year and cover Payroll and Income and Sundry Debtors.
Recommendation follow-up	2	In progress
National Fraud Initiative	1	In progress
TOTAL	42	

Note:

If the Committee agrees to bring forward the Insurance and Banking audits for 2010/11, these will be completed during March.