Slough Borough Council

Internal Audit Plan

Second quarter 2011/2012

Internal Audit Plan 2011/12 – 2nd Quarter

Auditable area	Estimated Days	Quarter proposed	Type of Audit	Risk	Brief scope	Comments
ANNUAL ASSURANCES						
Project Management (Incl VfM)	10	Q2	Risk	High	To provide assurance that the Council's projects are managed in accordance with best practice and that VfM is achieved. We will review projects across several portfolios. This will include where appropriate post implementation reviews in order to evaluate whether benefits have been realised.	Excluding gold projects
Annual Assurances ¼ 2	10					
CENTRAL FINANCIAL SYSTEMS						
None due to take place in 2nd quarter	0					
Central financial systems Total ¼ 2	0					
CORPORATE ISSUES						
Quarterly Reconciliation Checks	5	Q2			To confirm that key systems reconciliations are undertaken on a timely basis, evidenced appropriately and that actions arising undertaken as	Management letter output
Corporate Issues ¼ 2	5					
IT AUDITS						An audit needs assessment has been undertaken with the Head of IT
Telecommunications	10	Q2			In recent years technology has developed which allows telephone calls traditionally made through the phone system to be made over data lines; this technology is Voice over Internet Protocol (VOIP). This Audit will look at the Council's Telecoms VOIP infrastructure.	Telecommunications have historically been an important tool for the Council. It allows the Council to communicate internally between staff, and externally between both Council residents and constituents "
GIS	12	Q2			The Council has a number of GIS systems in place linked to existing systems within services. There is currently no Corporate GIS system in place. Our audit will include the overall GIS Strategy within the Council, Layer Control, Data Use, Change Control, Access Controls, Output Controls and Backup and Recovery.	" At request of client field work delayed until Q2 and days increased to 12
Auditable area	**Estimated Days**	**Quarter proposed**	**Type of Audit**	**Risk**	**Brief scope**	**Comments**
Server Virtualisation	12	Q2			Server Virtualisation will provide an enhanced server and storage environment for the Councils technical infrastructure to help consolidate the existing server environment to reduce power and space and by rationalising the existing presentation of the Council	" Number of days increased to 12 days following further discussion with the client

			systems providing a highly available and resilient environment. Our audit will look at the security aspects of the virtual environment and also provide assurance that the server virtualised environment is being adequately monitored for capacity issues and has developed the Councils server environment and provide assurance on the server operating environment for the Councils key applications. Where applicable this will use Computer Audit Assisted Techniques to evaluate the security settings.	
DR and Back Up	10	Q2	System back up is closely aligned with ICT Disaster Recovery and the Infrastructure Project is tasked with delivering improved disaster recovery and implementation of a backup and archiving solution. ICT System Continuity is also ranked as a one of the top five risks in the ICT Risk Register included in the ICT Business Plan 2009-10. The Audit will look at the formation of the plan, escalation and emergency procedures and procedures for testing Disaster Recovery arrangements. Audit of the backup arrangements will include the procedures for system back up, back up testing, system resilience and back up storage.	The 2008/09 IT Audit identified some significant weaknesses with the ICT Back up arrangements and made 32 recommendations to improve internal control. "At request of client moved to Q2
IT Governance/Programme Management	**10**	**Q2**	The purpose of the audit is to assess the system and controls in place over how new business developments that involve engagement with IT are managed, the extent to which the system and controls provide management with assurance that new developments provide value for money and to evaluate the wider governance procedures around new IT developments.	**Added to plan at request of client**
IT Audits total – ¼ 2	**54**			
RESOURCES AND REGENERATION DIRECTORATE				
CRB Checks	10	Q2		
Contract Management	20	Q2	Review of contract with Interserve. Review of performance management, invoicing and payments,	
Fact Finding Work – property and regeneration	20	Q2	Review of use of consultants , management and value for money. Allocation of property developments costs associated with disposal.	
Slough Enterprises	5	Q2	Review of controls in place and to assess adequacy of segregation of duties	
Resources and regeneration Directorate totals – ¼ 2	**55**			
CUSTOMER AND TRANSACTIONAL				
None due to take place in 2nd quarter	0			
Customer and Transactional Totals – ¼ 2	**0**			

Auditable area	Estimated Days	Quarter proposed	Type of Audit	Risk	Brief scope	Comments
EDUCATION & CHILDREN'S SERVICES						
Contingency Budget for high risk schools	0	As Required			In conjunction with the Schools and Cultural Services Support team reactive audits to targeted schools where there are issues identified in respect of financial management.	This will also cover any issues arising from whistle blowing, head teacher or Governing Body requests.
Iqra Primary School – Probity Visits	5	Q2			Following a nil assurance report. An initial visit in June 2011 to establish that internal controls were in place and operating as they should be with a management letter output. A further visit is then proposed in the January to carry out a probity audit and confirm controls embedded.	
Safeguarding – Management assurance process	15	Q2			To provide assurance on the effectiveness and reliability of the management assurance process in place for managing safeguarding risks.	
Education & Children's Services totals ¼ 2	20					
COMMUNITY AND WELL BEING						
None due to take place in 2nd quarter	0					
Community and Well Being Totals ¼ 2	**0**					
FOLLOW UPS						
Follow Ups	30				A follow up system to monitor the implementation of high and medium recommendations by managers to be developed and introduced. Recommendations will be included on an ongoing basis as well as bringing forward those outstanding from 2009/10 and 10/11. In addition all audits that have resulted in an opinion of "limited" assurance will receive a full follow up within 6 months or when all the recommendations are reported as implemented.	This is based on 20 audits having a limited or Nil assurance opinion in 2010/11. Most will be followed in this quarter and some in quarter 3.Time has also been allocated to set up a recommendations data base , monitoring and reports for directorate management meetings and the Audit Committee meetings
Management Days	**25**				**Preparation of reports for Directorates and Audit committee, prepare next quarter plans, attend directorates team meetings. Preparation of annual audit plan, quarterly progress reports and annual assurance statement.**	
Total Days	**199**					
Total Reports/Management Letters/follow up letters (Estimated)	30					

Note 1: Types of Audit Approach - The audit techniques to be used will be selected from the following, depending on which is considered to be the most effective for delivering the audit objectives:

Risk Based Audit (Risk)

A full audit which focuses on key risks in relation to system objectives. Audit work will be structured to direct audit resource in proportion to risk exposures.

Systems Based Audit (Systems)

A "full" audit in which every aspect and stage of the audited subject is fully considered. It includes review of both the design and operation of controls. Undertaken from a systems perspective with a 'cradle to grave approach'

Key Controls Testing (Key)

Clearly focussed on a small number of material or key controls.

Systems Development Audit (SDA)

Ongoing review of developing plans and designs for new systems and processes aimed at identifying potential weaknesses in control if the plans and designs go ahead as they are.

Verification Audit (Verification)

Where there is pre-existing confidence that controls are well designed, but compliance is a material issue, audits which test only for compliance with controls can be appropriate. Audit undertaken to verify key outcomes. This work normally takes the form of