Internal Audit Plan: 2025-26 - Term 3 (Dec 2025 to Mar 2026)

APPENDIX 2

Area of Assurance Coverage	Priority Level (if risk assessed)	Job count	Other 3rd Line Assurance	Assurance from audit coverage and planned days: 2nd Line Assurance Role	Opinion Assurance	Advice/ Consultancy Assurance	Counter-Fraud Assurance	Certification Assurance	Potential scope or area of assurance coverage
Audit Risk Assessment - Assurance Requirements for the Term									**Rationale for Assurance Requirement**
Governance Framework									
Continuous Audit Assurance	H	1		20					**Core process based**: continued reporting to Statutory Officers of routine assurance that core processes are operating as intended, or to identify areas for management/audit attention.
Assurance Mapping	H	0		30					**Core process based**: the annual assurance mapping exercise, reported after the year-end, capturing assurances from across the Council, and informing the Annual Governance Statement.
Action Tracking	H	1			25				**Follow-up work:** six monthly review of the implementation of management actions agreed from previous audits
Governance Update	H	1		5					**Core Process based:** this provides a further update on progress against the Annual Governance Statement action plan for 2025/26.
Counter-Fraud									
Pro-active Counter Fraud activity	H	1					10		**Counter fraud**: Pro-active counter fraud activity in accordance with the fraud action plan, including the half-yearly fraud report.
National Fraud Initiative (NFI) Data Matches	H	1					4		**Counter fraud**: Review and report on the completion, by the key contacts within departments, of data matches from the Cabinet Office's National Fraud Initiative (NFI).
Counter Fraud Alerts - network dissemination	H	1					3		**Counter fraud**: Review and dissemination of fraud alerts from national counter-fraud agencies.
Counter Fraud case reviews	H	1					1		**Counter fraud**: Regular liaison to address potential and actual fraud cases identified across the Council
Certification									
Warm Homes Local Grant	H	0						3	**Certification:** required annually by the Dept for Energy Security, commencement of a review to certify the use of the grant to make energy saving home improvements
Assurance									
Procurement Regulations 2025 - contract management	H	0			0*				**Core process based:** A review of compliance with the new Procurement Regulations which were introduced in Feb 2025.
Adult Care Financial Services (ACFS) - debt recovery	H	0			0*				**Intelligence based:** Requested by the s151 Officer, following our recent review of debt recovery across the Council; a more focused and in-depth review of ACFS, the department which accounts for most debt, including the creation and recovery of its debts.
Section 106 agreements - sufficiency of contributions	H	1			7				**Intelligence based:** Completion of a review of the sufficiency of developer contributions obtained under s106 agreements, to enable the planned infrastructure to be provided
Local Government Pension Scheme - Governance	H	0			7				**Core Process based**: The 8 Counties in the pooled Pension Fund audit its Governance Arrangements in turn. This year's review is by Nottinghamshire County Council.
Pensions Administration	H	1			7				**Core Process based**: Completion of this review - internal audit reviews the Pension Fund using two alternating audit programmes: Pensions Administration and Pensions Investment
Budget Forecasting - SEND and Home to School Transport	H	0			7				**Intelligence based:** a review of these areas whose forecast outturns varied notably during the previous financial year.
ICT Audit - Cyber Security	H	1			7				**ICT Risk based:** In line with our ICT Audit Needs Assessment. Completion of a review taking into account the first 'Topical Requirement' issued under the new 2025 Internal Audit Standards, which is on this subject
ICT Audit - Use of Artifical Intelligence (AI)	H	1			10				**ICT Risk based & Intelligence based:** In line with our ICT Audit Needs Assessment. A review of the use of AI across the Council, and compliance with Council policy on this, to be undertaken by our contracted ICT audit provider, Audit One.
BACS - transactional assurance work	H	0			0*				**Intelligence based:** Work recommended by the BACS inspector, to provide assurance over BACS payments.
Local Election Cost Analysis	H	0			0*				**Intelligence based:** Requested by the s151 Officer and Monitoring Officer. Analysis of the costs charged by the District Councils for hosting the 2025 County Council elections
Sub-totals				55	70	0	18	3	
Planning, reporting, client management									
Governance & Ethics Committee		0				16			**Core Activity:** Preparation of reports in accordance with the Governance and Ethics Committee annual work plan, and attendance at meetings.
Client management		0				20			**Core Activity:** Planning and termly progress reports to Corporate Leadership Team.
Advice		0				5			**Advice:** Advice to client on financial and other controls, on request.
Sub-totals				0	0	41	0	0	
Grand Totals		11		55 187	70	41	18	3	
Forward Plan for assurance in subsequent Terms									
Information Governance	H								**Core Process based:** A review of the arrangements for managing information governance risks, including Data Protection

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				2nd Line Assurance Role	Opinion Assurance	Advice/ Consultancy Assurance	Counter-Fraud Assurance	Certification Assurance	
Asset Management - Building & Office Rationalisation	H								**Core Process based:** A review of the Building and Office Rationalisation Programme, in response to hybrid and smarter working - including the management of assets and the realisation of capital receipts.
Asset Management: Vehicles	H								**Core Process based:** As suggested at CLT when finalising our 2024/25 Term 3 Plan, in our intelligence hub a distinction has now been made between the assets of vehicles, property and highways. The latter two were included in our review of Arms Length Bodies which is still subject to our action tracking
Emergency Planning	H								**Core Process based:** As suggested at CLT when finalising our 2024/25 Term 3 Plan, this subject has now been added to our intelligence hub alongside Business Continuity Planning (BCP). Revised BCP arragements were planned to be completed around Oct 2025.
Workforce planning & employee recruitment	H								**Core Process based**: A review of progress on the Workforce Review which began in August 2022.
Ethical Culture	H								**Professional requirement:** The Institute of Internal Auditors is due to issue a 'Topical Requirement' on Organisational Behaviour (to be issued as draft for consultation in Dec 2025). This will be relevant to an audit of the council's Nottinghamshire Way approach.
Departmental Strategies: Waste Management	H								**Professional requirement:** Internal Audit Standard 9.4 requires the Internal Audit Plan to be based on the organisation's strategies, objectives, and risks. Several strategies are mentioned in the Nottinghamshire Plan and this audit will focus on the achievement of one of these, possibly the Waste Local Plan.
Departmental Strategies: Treasury Management & Investment	H								**Professional requirement:** To satisfy Internal Audit Standard 9.4 (see above). This review covers common ground to, and its timing will be co-ordinated with, the Pensions Investments audit.
Departmental Strategies: Commissioning	H								**Professional requirement:** To satisfy Internal Audit Standard 9.4 (see above). This review was last done in 2020.
Use of Agency Staffing	H								**Intelligence based:** A review of the use of agency staffing contracts across the Council and especially in high use areas.
Public Health & Communities Directorate	H								**Intelligence based:** As suggested at CLT when finalising our 2024/25 Term 3 Plan, subject to be scoped before entering into the termly plan

* Four of the audits in the plan have zero days budget allocated to them this term. This is because of staff resource issues described in paras 22 and 23 of the report.
Para 23 explains that these audits have been retained in the plan so that they can be quickly put into action when resources become available, including through the current recruitment exercise.