

Internal Audit Plan: 2025-26 - Term 1 (April to July 2025)

APPENDIX 2

Area of Assurance Coverage	Priority Level (if risk assessed)	Job count	Other 3rd Line Assurance	Assurance from audit coverage and planned days					Potential scope or area of assurance coverage
				2nd Line Assurance Role	Opinion Assurance	Advice/ Consultancy Assurance	Counter-Fraud Assurance	Certification Assurance	
<b>Audit Risk Assessment - Assurance Requirements for the Term</b>				<b>Rationale for Assurance Requirement</b>					
<b>Governance Framework</b>									
Continuous Audit Assurance	H	1		20					<b>Core process based:</b> continued reporting to Statutory Officers of routine assurance that core processes are operating as intended, or to identify areas for management/audit attention.
Action Tracking	H	1			25				<b>Follow-up work:</b> six monthly review of the implementation of management actions agreed from previous audits
Assurance Mapping	H	1		10					<b>Core Process based:</b> reporting of the annual assurance mapping exercise, capturing assurances from across the Council, to inform the Annual Governance Statement.
Governance Update	H	1		5					<b>Core Process based:</b> this was planned for the previous term, to be ready for the April committee. That meeting has been cancelled because of elections, and is delayed to this term. It is to provide an update on progress against the Annual Governance Statement action plan for 2024/25.
Annual Governance Statement	H	1		5					<b>Core Process based:</b> Reporting of the Annual Governance Statement for 2024/25, based on evidence gathered
Governance & Ethics Committee Annual Report	H	1		5					<b>Core Process based:</b> To contribute to the report to the County Council on the work of the Governance & Ethics Committee in 2024/25 and the intended areas of focus for the next year.
Head of Internal Audit Annual Report	H	1			5				<b>Core Process based:</b> The Head of Internal Audit's annual report for 2024/25 including an overall opinion on the Council's arrangements for Governance, Risk Management and Control.
<b>Counter-Fraud</b>									
Pro-active Counter Fraud - Continuation of pro-active counter fraud activity and Counter Fraud Annual Report	H	1					10		<b>Counter fraud:</b> Pro-active counter fraud activity in accordance with the fraud action plan, including the annual fraud report.
Pro-active Counter Fraud – Review of Matches 2024-25	H	1					4		<b>Counter fraud:</b> 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 & update of fraud training with move to new NCC staff training software.	H	1					5		<b>Counter fraud:</b> Review and dissemination of fraud alerts from national counter-fraud agencies.
Counter Fraud case reviews	H	1					1		<b>Counter fraud:</b> Regular liaison to address concerns including misuse and financial abuse involving service users
<b>Certification</b>									
Trading Standards Grants	H	1						20	<b>Certification:</b> Required by the National Trading Standards Board, to certify use of grants for the Regional Investigation Team and operations. Number of grants to audit varies depending on the amount of expenditure, but last year there were 5 grants to audit.
Multiply Grant	H	1						5	<b>Certification:</b> Required by the Department for Education, to certify use of grant to improve numeracy skills of adults.
Arts Council Grant - Libraries Improvement Fund	H	1						5	<b>Certification:</b> Required by the Arts Council, to certify use of grant to upgrade library buildings and technology.
<b>Assurance</b>									
Procurement Regulations 2025 - implementation	H	1			10				<b>Core process based:</b> Completion of a review of arrangements to prepare for the new Procurement Regulations which have been delayed but are expected to be introduced in Feb 2025.
Budgetary Control	H	1			15				<b>Core process based:</b> Completion of a review of budgetary control and forecasting which, following discussion and agreement with CLT, is focusing on Adult Social Care.
Payroll	H	1			12				<b>Core process based:</b> Completion of a review of corporate Payroll controls including issues identified on our Continuous Assurance monitoring i.e. overtime payments, allowances, and the removal of leavers.
Procurement Regulations 2025 - contract management	H	0			15				<b>Core process based:</b> Commencement of a review of compliance with the new Procurement Regulations which have been delayed but are expected to be introduced in Feb 2025.
Adult Care Financial Services (ACFS) - debt recovery	H	0			15				<b>Intelligence based:</b> Following on from our recent review of debt recovery across the Council, commencement of a more focused and in-depth review of ACFS, the department which accounts for most debt, including the creation and recovery of debts.
Section 106 agreements - sufficiency of contributions	H	0			15				<b>Intelligence based:</b> Commencement of a review of the sufficiency of developer contributions obtained under s106 agreements, to enable the proposed infrastructure to be provided
BMS/SAP Replacement Programme - advice	H	0				5			<b>Advice:</b> Contribution to the BMS Replacement Programme Working Group
Governance Arrangements - advice	H	1				15			<b>Advice:</b> The governance arrangements, under the Cabinet and Scrutiny model, were introduced in May 2022, and are under continuous review. Our input is now to provide support to this review.
Sub-totals				45	112	20	20	30	
<b>Planning, reporting, client management</b>									
Governance & Ethics Committee		0				16			<b>Core Activity:</b> Preparation of reports in accordance with the Governance and Ethics Committee annual work plan and attendance at meetings.
Client management		0				20			<b>Core Activity:</b> Planning and termly progress reports to Corporate Leadership Team.
Advice		0				10			<b>Core Activity:</b> Advice to client on financial and other controls, on request.
Sub-totals				0	0	46	0	0	
<b>Grand Totals</b>		<b>18</b>		<b>45</b>	<b>112</b>	<b>66</b>	<b>20</b>	<b>30</b>	
				<b>273</b>					

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<b>Forward Plan for assurance in subsequent Terms</b>									
Information Governance	H								<b>Core Process based:</b> A review of the arrangements for managing information governance risks, including Data Protection
Pensions Administration	H								<b>Core Process based:</b> Internal audit reviews the Pension Fund using two alternating audit programmes: Pensions Administration and Pensions Investment
Asset Management - Building & Office Rationalisation	H								<b>Core Process based:</b> 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								<b>Core Process based:</b> As suggested at CLT when finalising our 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								<b>Core Process based:</b> As suggested at CLT when finalising our Term 3 Plan, this subject has now been added to our intelligence hub alongside, but separate from, Business Continuity Planning.
Workforce planning & employee recruitment	H								<b>Core Process based:</b> A review of progress on the Workforce Review which began in August 2022.
Ethical Culture	H								<b>Professional requirement:</b> it was a requirement of the Public Sector Internal Audit Standards to evaluate the organisation's ethical framework. These Standards, and this requirement, are replaced and removed from 1 April 2025, but we still consider the audit to be relevant. Our previous review reported in 2019. This next review will examine how the ethical framework is understood and applied, including with reference to the council's Nottinghamshire Way approach.
Departmental Strategies: Waste Management	H								<b>Professional requirement:</b> Internal Audit Standard 9.4 requires the Internal Audit Plan to be based on the organization'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								<b>Professional requirement:</b> 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								<b>Professional requirement:</b> To satisfy Internal Audit Standard 9.4 (see above). This review was last done in 2020.
Use of Agency Staffing	H								<b>Intelligence based:</b> A review of the use of agency staffing contracts across the Council and especially in high use areas.
BACS - transactional assurance work	H								<b>Intelligence based:</b> Work recommended by the BACS inspector, likely to be required in Autumn 2025, to provide assurance over BACS payments.