Dundee
City Council

Finance

INTERNAL AUDIT ANNUAL PLAN

2001/2002

<u>**OVERVIEW**</u>

The Internal Audit Plan covers the period 1 April 2001 to 31 March 2002. The number of days available in the 2001/2002 financial year is projected to be 1,760, the breakdown which is as follows:

- 1,362 (77%) productive days for audit work to review systems and areas which fall within the remit of the Internal Audit Service Provision.

- 120 (7%) productive days for non-audit work which will be used primarily for the training and development of staff based within the Internal Audit Section and the planning and management of the Council's Internal Audit Service Provision.

- 270 (16%) non-productive days which includes provision for annual leave, public holidays and sickness for staff based within the Internal Audit Section.

Whilst the plan is based on the best information available at the time of drafting, it may be subject to amendment depending on issues which arise during the financial year. Within the resources available the plan attempts to provide a satisfactory level of internal audit coverage across the Council. For departments where there is minimal coverage or where projects are not specifically identified in the plan, audit reviews may be undertaken from the corporate allocation. This allocation will be assigned to corporate reviews, such as Best Value, council-wide financial systems such as payroll and council-wide support systems such as the Council's Information and Communication Strategy.

ANALYSIS OF THE BUDGETED DAYS AVAILABLE FOR 2001/2002 FINANCIAL YEAR

<u>**Productive Days for Audit Work**</u>	**Days**		**%**
Corporate	692		
Arts and Heritage	10		
Chief Executive (including Corporate Planning & Public Relations)	-		
Dundee Contract Services	35		
Economic Development	30		
Education	90		
Environmental and Consumer Protection	40		
Finance	140		
Housing	60		
Information Technology	20		
Leisure and Parks	55		
Neighbourhood Resources and Development	20		
Personnel and Management Services	-		
Planning and Transportation	40		
Social Work	80		
Support Services	50		
		1,362	77
<u>**Productive Days for Non-Audit Work**</u>			
Audit Management/Planning/Administration	30		
Audit Sub-Committee	5		
Team Meetings/Staff Appraisal and Development	20		
Staff Training	65		
		120	7
<u>**Non-Productive Days**</u>			
Annual Leave and Public Holidays	243		
Sickness	35	278	15
TOTAL DAYS AVAILABLE		1,760	100

CORPORATE

SYSTEM/AREA	SCOPE
Performance Management	Systems review of the Accounts Commission Performance Indicators which have been introduced for the 2001/2002 financial year.
Best Value Review of the Internal Audit Service	To review the Council's Internal Audit Service as part of its Best Value Programme. The review will include an assessment of the performance of the Audit Sub-Committee.
Complaints	Systems review of the procedures for making, monitoring and resolution of complaints made to the Council by the public or employees.
Payroll and Employee Expenses	Systems review of the preparation and payment of salaries, wages and expenses to Council employees. The specific departments/areas to be subject to review will be determined on the basis of the information available at the time the audit is due to be undertaken.
Bonus Schemes	Systems review of the administration and calculation of one of the schemes operated by the Council. The specific department will be determined on the basis of the information available at the time the audit is due to be undertaken.
Debtors and Debt Management	Review of the systems for debtors and debt management which will include receipting and recording of income due to the Council, pursual of outstanding and the write off of bad debts. The work will cover both the Finance Department's centralised operations and a sample of Council Departments.
Setting of Charges	Systems review of the procedures for the setting of charges for services provided by the Council.
Cash Collection/ Banking Arrangements	Systems review of procedures for receipting, recording, reconciling and banking of monies due to the Council. The specific departments/areas to be subject to review will be determined on the basis of the information available at the time the audit is due to be undertaken.

SYSTEM/AREA	SCOPE
Stores/Stock Checks	Systems review of the acquisition, management and accounting for stock within a specific department. In addition, the allocation will cover attendance at interim and/or year-end stock checks as agreed with the External Auditor.
Property Disposals and Acquisitions	Systems review of the Council's management of the disposal and acquisition of properties.
Following the Public Pound	Systems review of the procedures for the assessment, payment and monitoring of grants to outside bodies, both organisations and individuals, to further the objectives of the Council. The audit work will be undertaken on a sample basis and the specific areas to be subject to review will be determined on the basis of the information available at the time the audit is due to be undertaken.
Self Assessment	Development of the use of control self assessment by Client departments to assist in identifying control issues, solutions and opportunities within each business process or function. The review will focus on specific functions/areas.
Information and Communication Strategy	Review to assess the implementation of the Council's strategy in the use of information and communication technology to deliver customer focussed government.
Disaster Recovery	Review to assess the adequacy of the Council's business continuity and contingency plans.
E-mail	Review to assess the procedures for controlling, monitoring and managing use of the Council's e-mail system.
Access to Computerised Systems	Review of the management, monitoring and control of access to the Council's computerised systems. The review will focus on specific systems/departments which will be determined on the basis of the information available at the time the audit is scheduled to be undertaken.

CORPORATE (CONT'D)

SYSTEM/AREA	SCOPE
Authorisation Levels	Review of the management and monitoring of authorisation levels. The review will focus on specific systems/area which will be determined at the time the audit is due to be undertaken.
Printing Services	Review of the systems for the provision of printing services by the Council's Printing Unit.
ISIS Personnel System	Review of the procedures and management of the ISIS Personnel System.
Energy Management	Systems review of the management and implementation of the Council's Energy Management Strategy.
Systems Development and Implementation	Provision of advice on internal control matters which may arise during systems development and implementation.
Finalisation of 2000/2001 Audit Reviews and follow-up Audit Work	To finalise audit assignments which commenced in 2000/2001 and to undertake follow-up work regarding the progress of the implementation of recommendations for areas previously reported upon.
Fraud and Irregularity Work	To undertake and/or co-ordinate specific investigations which may include involvement in disciplinary hearings and police investigations as appropriate.

DEPARTMENTAL

ARTS AND HERITAGE

SYSTEM/AREA	SCOPE
Establishment Reviews	Review of the systems operated within a sample of Arts and Heritage locations.

CHIEF EXECUTIVE (INCLUDES CORPORATE PLANNING DIVISION AND PUBLIC RELATIONS)

SYSTEM/AREA	SCOPE
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DUNDEE CONTRACT SERVICES

SYSTEM/AREA	SCOPE
Non-Housing Repairs and Maintenance	Systems review of the procedures for the provision of the non-housing repairs and maintenance service (non-HOURS).
Property Clearouts	Systems review of the procedures for the removal and disposal of materials and equipment from properties which are surplus to requirement.

ECONOMIC DEVELOPMENT

SYSTEM/AREA	SCOPE
Property Repairs and Maintenance Agency Work	Systems review of the management of agency agreements for repairs and maintenance to Council properties which are administered by the Economic Development Department (non-HOURS).

EDUCATION

SYSTEM/AREA	SCOPE
Devolved School Management	Systems review of the structure and procedures for the operation of Devolved School Management.
School Meals	Systems review of procedures for the provision of school meals.
Establishment and Support Services Reviews	Review of the systems operated within a sample of the Department's locations.

ENVIRONMENTAL AND CONSUMER PROTECTION

SYSTEM/AREA	SCOPE
Refuse Collection	Systems review of the planning and provision of refuse collection by the Council, including domestic, trade and business premises, paid for services to business premises and skip hire.
Refuse Disposal	Systems review of the management of refuse disposal and landfill sites.

FINANCE

SYSTEM/AREA	SCOPE
Housing Benefit Initiatives	Assessment of the systems and procedures for introducing housing benefit initiatives, eg the verification framework.
Council Tax	Systems review of the raising of bills and collection of Council Tax due to the Council.

FINANCE (CONT'D)

SYSTEM/AREA	SCOPE
Housing and Council Tax Benefits	Systems review of the procedures for the administration of the Housing and Council Tax benefits systems. The specific areas to be subject to review will be determined on the basis of the information available at the time the audit is due to be undertaken.
Non-domestic Rates	Systems review of the assessment, billing and collection of non-domestic rates and the receipt of non-domestic rate income.

HOUSING

SYSTEM/AREA	SCOPE
Asset Register	Systems review of the procedures for the management of the asset register for the Council's housing stock.
Tenants Allowances and Home Loss Payments	Systems review of the procedures for management of tenants allowances and home loss payments.
Housing Loans	Systems review of the procedures for the approval and repayment of loans provided by the Council to purchase properties included within the Council's housing stock.

INFORMATION TECHNOLOGY

SYSTEM/AREA	SCOPE
Recharges	Review of the procedures for calculating the level of recharges to departments for services provided.

LEISURE AND PARKS

SYSTEM/AREA	SCOPE
Cemeteries and Burial Grounds	Systems review of the management of the Council's cemeteries and burial grounds.
Cash Receipting	Systems review of the procedures for the operation of the cash receipting and management information system.
Establishment Reviews	Review of the systems operated within a sample of the Department's locations.

NEIGHBOURHOOD RESOURCES AND DEVELOPMENT

SYSTEM/AREA	SCOPE
Establishment Reviews	Review of the systems operated within a sample of the Department's locations.

PERSONNEL AND MANAGEMENT SERVICES

SYSTEM/AREA	SCOPE
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PLANNING AND TRANSPORTATION

SYSTEM/AREA	SCOPE
Building Control and Inspection	Systems review of the management of building control and inspection.
Compulsory Purchase Orders	Systems review of the management of compulsory purchase orders.

SOCIAL WORK

SYSTEM/AREA	SCOPE
Foster Allowances	Systems review of the procedures for the processing and payment of allowances to foster carers.
Charges	Systems review of the procedures for the setting and collection of various service provision charges levied to clients of the Social Work Department.
Establishment Reviews	Reviews of the systems operated within a sample of the Department's locations.

SUPPORT SERVICES

SYSTEM/AREA	SCOPE
Contract and Project Management	Systems review of the management and monitoring of contracts and projects. The audit work will focus on a specific project/area.
Select Tender Lists	Systems review of the procedures for compiling and monitoring work assigned through the Council's Select Tender Lists.

SMD/MM
7-Mar-02
AUDIT/S-PLAN