

Internal Audit Plan for Leicestershire Fire & Rescue Service 2017-18

Category	Auditable area	Potential assurance requirements....
Governance	Financial Management Software	<ul style="list-style-type: none"> • Implementation of further module(s) of the software to address core business functions
Governance	Performance Monitoring	<ul style="list-style-type: none"> • Performance measurement and timely and accurate reporting against the six key corporate strategies (supporting six corporate aims) of the 'Towards 2020' Corporate and Integrated Risk Management Plan (IRMP) – work to focus on dashboard reporting
Governance	Declaration of Interests/Gifts and Hospitality	<ul style="list-style-type: none"> • Policies and procedures are appropriately operated
Governance	General Data Protection Regulation (GDPR)	<ul style="list-style-type: none"> • Readiness for compliance
Governance	Transparency Reporting	<ul style="list-style-type: none"> • Requirements of the Transparency Code are complied with
Governance	Constitution	<ul style="list-style-type: none"> • Revisions to the Constitution are appropriately applied at an operational level – likely to focus on any changes to local budget monitoring
Governance	IR35 (intermediaries legislation)	<ul style="list-style-type: none"> • Legislation is correctly applied

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Governance	ICT Modernisation	<ul style="list-style-type: none"> Projects (selected from sample) are appropriately managed – likely areas could be incident reporting, learning management, IP telephony
Governance	Review of the estate	<ul style="list-style-type: none"> Concentrate on ‘invest to save’ opportunities with the existing estate.
Risk Management	Risk Management Framework	<ul style="list-style-type: none"> Continuous improvement in the risk management framework.
Risk Management	Insurance arrangements	<ul style="list-style-type: none"> Benefits of being a member of the Fire and Rescue Indemnity Company (FRIC) are realised in order to reduce CFA specific risk and share best practice.
Risk Management	Procurement	<ul style="list-style-type: none"> The approach to commissioning and procurement Maintenance of procurement and contracts register Maximising collaboration opportunities
Internal Control	Key financial systems (*)	<ul style="list-style-type: none"> Financial management including areas such as reconciliation procedures, suspense accounts, journals, bank reconciliation Payables Receivables including debt recovery Treasury management

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Internal Control	Key Financials Payroll (*)	<ul style="list-style-type: none"> • Payroll and Pensions Starters, Leavers & Variations • Contribution Bandings
Internal Control	ICT controls (*)	<ul style="list-style-type: none"> • Robustness and integrity of the ICT infrastructure and associated applications that either directly or indirectly contribute to the production of the financial statements or associated management decision making
Internal Control	Expenses	<ul style="list-style-type: none"> • Expenses claimed are in accordance with policy
Internal Control	National Fraud Initiative	<ul style="list-style-type: none"> • To ensure that matches from data submitted in 16/17 have been investigated and action taken where appropriate

Audits marked () within this section may be utilised by the external auditor in their annual assessment of the likelihood of material misstatement in the Authority's financial accounts so the detailed scope will be subject to the new EA approach*

Category	Auditable area	Potential assurance requirements....
Governance	Fire-fighter Pensions – Roles & Responsibilities	<ul style="list-style-type: none"> Review of any changes to the roles and responsibilities across LFRS, Payroll, the Scheme Manager, the Pensions Administrator and the Local Pensions Scheme Board
Risk Management	Fire-fighter Pensions – Scheme Management	<ul style="list-style-type: none"> Changes to scheme management requirements are applied in a timely manner e.g. electronic data transfer from payroll to pensions.
Internal Control	Fire-fighter Pensions – Pensions Calculations	<ul style="list-style-type: none"> Pension calculations

Client Management Routines	
High Importance Recommendations	Follow up testing of any high importance recommendations to ensure they have been addressed in a timely manner in order to mitigate risk to an acceptable level.
Client Management	<ul style="list-style-type: none"> Develop an internal audit SLA with the Treasurer Planning & reporting Head of Internal Audit Service duties – Committees, Opinions, Reports, Maintenance of a Charter etc External Audit liaison – including developing protocols, providing views on fraud etc Emerging Issues and Advice

Potential replacement or additional audits at the discretion of the Treasurer.

Note that these audits were assessed as high risk to LFRS and should be considered alongside or in conjunction with other forms of independent assurance that are available.

Category	Auditable area	Potential assurance requirements....
Governance	Partnerships	Strategic and Operational Objectives are being achieved
Governance	Procurement	Replacement financial management software – option consideration
Governance	Information management	Authorisation arrangements, management and reporting of incidents relating to covert intelligence e.g. RIPA