

Internal Audit Plan for Leicestershire Fire & Rescue Service 2016-17

Category	Auditable area	Potential assurance requirements....
Governance	Financial System re-procurement	<ul style="list-style-type: none"> The robustness of option planning and decision making regarding upgrading, adding functionality to or changing the Finance System.<i>(Precise coverage subject to project timetables/approach)</i>
Governance	Payroll provision	<ul style="list-style-type: none"> The robustness of option planning and decision making regarding any future arrangements.<i>(Precise coverage subject to project timetables/approach)</i>
Governance	Partnerships	<ul style="list-style-type: none"> The new constitutional arrangements support partnerships Collaborative working projects and arrangements with other 'blue light' services
Governance	Integrated Risk Management Plan	<ul style="list-style-type: none"> The robustness of planning, implementing and monitoring achievement of the MTFS requirements.
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"> Utilising the benefits of the Fire and Rescue Insurance Consortium (FRIC) Improving risk profiling to align to insurance cover The effectiveness of the claims handling process
Risk Management	Counter fraud arrangements	<ul style="list-style-type: none"> Review progress against improvement plan following assessment against the CIPFA Code of Practice on Managing the Risk of Fraud and Corruption

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Risk Management	Procurement	<ul style="list-style-type: none"> • The approach to commissioning and procurement • Arrangements for monitoring the use of suppliers and detecting and addressing off-contract purchasing, and for any large scale tender processes • 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 • Payroll – starters, leavers and variations • Payables • Receivables including debt recovery • Treasury management
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	National Fraud Initiative	<ul style="list-style-type: none"> • Co-ordination of data download and investigation of subsequent data matches

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	<ul style="list-style-type: none"> • Review of roles and responsibilities across LFRS, Payroll, the Scheme Manager, the Pensions Administrator and the Local Pensions Board
Risk Management	Fire-fighter Pensions	<ul style="list-style-type: none"> • Preparation for the impact on LFRS staff of: - <ul style="list-style-type: none"> ○ early production of annual benefit statements ○ guaranteed minimum pension checking
Internal Control	Fire-fighter Pensions	<ul style="list-style-type: none"> • CARE pension calculations • Starters, leavers and variations to pay • Contribution banding • Pensions increases and dependents pension requirements

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, develop Charter etc • External Audit liaison – including developing protocols, providing views on fraud etc • Emerging Issues and Advice