

Appendix 1 – Progress against the Internal Audit Plan 2022-23 at 1 March 2023

Audits marked () 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 External Auditor's (EA's) approach*

ToE – terms of engagement

HI – high importance recommendation

Institute of Internal Auditors definitions: -

- The first line of defence – functions that own and manage risk
- The second line of defence – functions that oversee or specialise in risk management, compliance
- The third line of defence – functions that provide independent assurance, including internal audit.

Work completed (to at least draft report issued stage or complete for the financial year)

No.	Category	Auditable area	Potential assurance requirements....	Position at 01/03	Summary recommendations	Opinion
23/01	Various	Completion of any residual work on 22/23 audits	Completion of any residual work on 22/23 audits	Final Reports Issued	All three prior year reports issued	2 x Substantial 1 x Partial
23/02	Governance	Safeguarding	An audit of policies and procedures, ensuring pre-engagement checks and actual engagement actions/activities are robust and appropriate	Draft Report Issued	N/A	N/A
23/03	Risk Management	Fire Protection	The engagement approach, audit effectiveness and post audit evaluation, particularly focusing on the Risk Based Inspection Programme (RBIP)	Draft Report Issued	N/A	N/A

23/08	Internal Control	Counter Fraud: National Fraud Initiative	Ensure relevant data is extracted at 30 September 2022, uploaded in October 2022 and assessment of output reports commenced in Feb 2023 with the overall objective of results being correctly interpreted and investigated and have due regard for a segregation of duties.	Output reports have been distributed and work will continue into 2023/24 to ensure output is adequately investigated and signed off and any risk mitigating actions required are considered.	N/A	N/A
23/10	Internal Control	Human Resources	Recruitment and retention processes and activities, to specifically incorporate any 'positive actions' work in trying to achieve a workforce reflective of our communities. The audit will also review the leavers process and any associated in exit interviews	Draft Report Issued. <i>This work was always due to commence this period after the current recruitment campaign has been completed.</i>	N/A	N/A
23/12	Various	Contingency - Emerging Issues	Emerging issues affecting the service e.g. Climate Change, New Legislation, Residual Brexit Issues, Forge Health etc	Ad-hoc advice issued in respect of gifts and hospitality and declarations of interests returns, amendment of bank account procedures and queries from the external auditor	N/A	N/A

Work in progress

No.	Category	Auditable area	Potential assurance requirements....	Position at 01/03	Summary recommendations	Opinion
23/04	Internal Control	Key Financial Systems – Reconciliations and Balances	<p>Key reconciliations and other agreed in scope processes are undertaken accurately and promptly</p> <p><i>(Note, where applicable this will include follow up of any material internal control weaknesses defined in the International Standard on Auditing (ISA260) report).</i></p>	<p>Work in progress</p> <p><i>Note: Testing could not commence until quarter 4 to allow enough testing periods from the current financial year in order to provide a representative 22/23 sample.</i></p>	N/A	N/A

No.	Category	Auditable area	Potential assurance requirements....	Position at 01/03	Summary recommendations	Opinion
23/05	Internal Control	Key Financials Payroll	Payroll Starters, leavers, and variations to pay are valid and accurately accounted for	<p>Work in progress</p> <p><i>Note: Testing could not commence until quarter 4 to allow enough testing periods from the current financial year in order to provide a representative 22/23 sample.</i></p>	N/A	N/A

No.	Category	Auditable area	Potential assurance requirements....	Position at 01/03	Summary recommendations	Opinion
23/06	Internal Control	Key Financials Pensions	<p>To provide assurance regarding operational processes for Fire Fighter Pensions. Topic area(s) will be risk assessed and then selected from the following:</p> <ul style="list-style-type: none"> • Starters, leavers, and variations to pension are accurately accounted for in respect of pensionable adjustments required. • Contribution banding, pensions increases and dependants' pension requirements are correctly applied. • To review the validity and accuracy of calculations with regard to payments for new pensions and lump sums 	<p>Work in progress</p> <p><i>Note: Testing could not commence until quarter 4 to allow enough testing periods from the current financial year in order to provide a representative 22/23 sample.</i></p>	N/A	N/A

No.	Category	Auditable area	Potential assurance requirements....	Position at 01/03	Summary recommendations	Opinion
23/07	Internal Control	ICT Controls	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	Work in progress <i>Note: Testing cannot commence until now to allow enough testing periods from the current financial year in order to provide a representative 22/23 sample.</i>	N/A	N/A
23/09	Internal Control	Contract Procedure Rules and associated Policies and Processes	Follow up of partial assurance report Note the degree of detailed testing required for this specific audit means this cannot be absorbed from the allocation of time further below	Work in progress but was temporarily delayed whilst any revised roles and responsibilities for implementing the various actions of the previous audit report were clarified. Subject to approval of the 23/24 audit plan, time has been allowed in the first quarter of that year to complete this work.	N/A	N/A

23/11	Internal Control	Counter Fraud: Bank Mandate Fraud	Policies and procedures surrounding the amendment of bank accounts are robust	Testing nearing completion, however the Agresso report required to complete the work remains at test stage and this is delaying finalisation.	N/A	N/A
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Audits not started

None

Areas of the original plan that will not be undertaken and associated rationale

None specified as yet

Potential Substitute Audits

None specified as yet