



COTSWOLD DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	AUDIT COMMITTEE – 29 OCTOBER 2020
Report Number	AGENDA ITEM 9
Subject	INTERNAL AUDIT ANNUAL PLAN 2020/21 AND PROGRESS REPORT
Wards affected	N/A
Accountable member	Cllr Mike Every, Cabinet Member for Finance Email: mike.every@cloud.cotswold.gov.uk
Accountable officer	Jenny Poole, Chief Finance Officer Tel: 01285 623313 Email: jenny.poole@cotswold.gov.uk
Summary/Purpose	To present a revised Internal Audit Plan 2020/21. To present a summary of the audit work concluded since the last meeting of this Committee.
Annexes	Annex A – Internal Audit Annual Plan 2020/21 Annex B – Summary of work completed since July 2020
Recommendation/s	<i>That the Revised 2020/21 Internal Audit Annual Plan (Annex A) be approved, and that the Committee considers the report at Annex B and comments as necessary</i>
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A

1. BACKGROUND

Internal Audit Plan

- 1.1. The primary role of Internal Audit is to provide assurance that the Council's systems provide for a proper administration of its affairs. To this end, Internal Audit carries out a programme of audits that is agreed annually with the Council's Management Team and the Audit Committee. The Internal Audit service is provided to the Council by SWAP Internal Audit Services (SWAP).
- 1.2. In order to satisfy the requirements of the Public Sector Internal Audit Standards (PSIAS) and to reflect changes within the Council, SWAP needs to focus upon areas where the organisation now requires assurance. This reinforces the requirement for Internal Audit to follow a more flexible and risk-based plan.
- 1.3. The core financial systems delivered to the Council by Publica are covered within the Core Financials section of the Audit Plan. The scope of audits will include both Publica and client-side activities providing;
 - Assurance to the client (Cotswold District Council) over the controls, and system controls, operated by Publica Officers, for each financial module
 - Periodic assurance over the other services provided by Publica.
 - The required support to the External Auditor.

2. MAIN POINTS

- 2.1. SWAP was due to present an internal audit plan covering 2020/21 to the Audit Committee in April 2020. However, due to the COVID-19 outbreak and subsequent lockdown, this Committee was postponed.
- 2.2. Clearly a lot has changed since that date, and as such, an updated approach to internal audit work and planning has had to be implemented. The plan that had previously been prepared is likely to remain relevant in many respects, but the huge effort the Authority is undertaking in relation to response and recovery from COVID-19 is likely to push back a significant proportion of this work.
- 2.3. The report attached at Annex A details how we have supported the Council during quarter 1, the work we have undertaken and how we plan to undertake the audits included in the revised plan.
- 2.4. The report at Annex B details, the work undertaken during quarter 2, executive summaries of finalised audit assignments, a progress report on follow up of high priority recommendations and a summary of progress against all internal audit recommendations.

3. FINANCIAL IMPLICATIONS

- 3.1. The Internal Audit Service is operating within the contract sum.

4. LEGAL IMPLICATIONS

- 4.1. None directly from this report. Internal Audit reviews consider compliance with legislation relevant to the service area under review.

5. RISK ASSESSMENT

- 5.1.** Any weaknesses in the control framework, identified by Internal Audit activity, continues to threaten organisational objectives until recommendations are implemented.

6. BACKGROUND PAPERS

- 6.1.** Internal Audit Reports