

INTERNAL AUDIT PLAN
2023-24



Review Name	Outline Objective
Finance	
Accounts Payable	To review the processes and key controls within the new MySurrey ERP system relating to the accounts payable system, including those in place for ensuring the accuracy of vendor details, the processing of invoices, goods receipting and promptness of payments.
Accounts Receivable	To review the processes and key controls within the new MySurrey ERP system relating to the accounts receivable system, including those in place for ensuring the accuracy of customer details, completeness, accuracy and timeliness of invoicing, recording and matching payments to invoices, and debt recovery.
Capital Budget Management	A review of the Council's capital budget management arrangements within the new MySurrey ERP system.
Financial Assessments & Income Collection	To review the key controls within the new MySurrey ERP system for both the financial assessment process, including the collation and analysis of information from care recipients to ensure correct calculation of contributions occurs in a timely fashion, and a review of the benefit calculation process to ensure correct payments are made.
General Ledger	To review the key controls within the new MySurrey ERP system relating to the maintenance and operation of the general ledger, including suspense accounts, reconciliations, journals and year end procedures.
Payroll	To review controls within the new MySurrey ERP system in relation to the staff payment system, including those relating to starters, leavers, temporary and permanent payments, variations of pay, and pre-employment checks.
Revenue Budgetary Control	A review of the Council's revenue budget management arrangements within the new MySurrey ERP system, to include an assessment of the extent to which planned savings are being delivered.
Treasury Management	A review to assess the adequacy of key controls and procedures across the Council's Treasury Management arrangements, including cash flow forecasting, segregation of duties, financial investments and use of treasury advisers.

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Review Name	Outline Objective
Local Government Pension Scheme (the ‘Pension Fund’)	<p>Pension Fund Administration: To review the key controls over specific aspects of pension administration as detailed in the Surrey Pension Fund Audit Plan 2023/24. This review provides assurance over the Local Government Pension Scheme.</p> <p>Pension Fund Investments: A review to assess the adequacy of the SCC Pension Fund management and governance arrangements. Also, to examine arrangements for obtaining assurance over the adequacy of the control environment of pension fund investment managers and the custodian.</p> <p>Pension Fund Performance follow-up: A review to follow-up the implementation of agreed actions following our Partial Assurance audit in this area in 2022-23.</p> <p>Other pension-related work is identified within our ICT plan (below).</p>
Grant Certification	
Bus Subsidy Grant	To check and certify the grants (including Covid 19 related grants) in accordance with the requirements of the Department for Transport.
Contain Outbreak Management Grant	To check and certify the grant in accordance with the requirements of the Department of Heath.
Digi-Tourism (EU)	To provide First Level Controller certification for the final stage of this EU funded project (a grant to develop virtual and augmented reality in tourism).
Greener Homes Grant	To check and certify the grant in accordance with the requirements of the accountable body for this grant, the Greater South East Net Zero Hub.
Home Upgrade Grant	To check and certify the grant in accordance with the requirements of the Government's Local Authority Delivery scheme.
IMAGINE (EU)	To provide FLC certification for this EU funded project (research into an Inclusive Market Agriculture Incubator in North-West Europe).
Local Transport Capital Block Funding – Integrated Transport and Highways Maintenance	To check and certify various capital grants for road maintenance and pothole repair, in accordance with the requirements of the Department for Transport.

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Schools Basic Needs Allocation Grant	To check and certify various capital grants in accordance with the requirements of the Department for Education.
Supporting Families Programme	Certification of periodic grant claim returns in-year on behalf of Children's Services to enable the release of funds from the the Ministry of Housing, Communities and Local Government (MHCLG).
IT and Information Governance Audits	
Pension Fund Cyber Security Arrangements	This audit, which has been carried forward from the 2022/23 audit plan to allow the service to move its pension system hosting arrangements to the cloud, will review the effectiveness of the controls in managing cyber security risks. It will utilisethe cyber security principles for pension schemes as issued by the Pension Regulator as a basis for assessing the effectiveness of these controls.
Pension Fund I-Connect Application Audit	i-Connect is a secure platform which automates the submission of pension data from admitted and contributing authorities. This audit, which has been carried forward from the 2022/23 audit plan to allow the service to move their pension system hosting arrangements to the cloud, will evaluate the effectiveness of the controls, particularly those that ensure access to the application is appropriate and data is sufficiently protected.
MySurrey User Access and Security Review	A review of the security arrangements for the new Unit 4 ERP system ('MySurrey') post go-live. This audit was due to be undertaken in 2022/23 but has been moved in line with the delayed go-live.
ERP Programme Support (including post go-live activity)	We will continue to provide independent advice, support and challenge on risk, control, probity and governance issues in respect of this programme, including the provision of post go-live assurance activity as agreed with the Programme Board.
Surrey Fire & Rescue Service (SFRS) Customer Relationship Management (CRM) System	SFRS have recently procured a CRM system to store all information relating to visits to sites across the county. We will provide pro-active support, advice and assistance to SFRS to support the implementation programme, including the evaluation of the effectiveness of any key control changes arising.
Recovery and Resilience (including Cyber Security Arrangements)	This audit will review the key controls operating to ensure that Council arrangements are resilient and robust in the event of a cyber attack or other technology-related outage. The audit will also seek assurance over controls to allow

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	the Authority to recover from any technology-related disaster, focussing on corporate systems (supported by IT&D) as well as those procured and managed within departments.
Robotics – Governance Arrangements	Robotic Process Automation (RPA) is a form of business process automation that allows a user to define a set of instructions for a robot to perform automatically, often repeating the task quickly. The review will evaluate the effectiveness of the controls to govern the use of Robotics within the Council, including a review of the controls to ensure the accuracy of all data processed by 'robots' and ensuring appropriate failure reports are built into decision-making routines.
Adult Social Care – Data Handling	Social workers/safeguarding teams sometimes use video to record interviews and other interactions with service users. This audit will seek to ensure there is an appropriate Data Protection Impact Assessment (DPIA) in place and being complied with, appropriate permissions are sought, and data is encrypted in transit and deleted as appropriate.
Patch Management	We will review the controls in place to support effective patch management, ensuring that patches and system updates are tested prior to being applied, and that patches are applied in a timely manner.
Digital Data Preservation	A records retention schedule is an important tool for managing Council records. It applies to records in all formats including paper, digital, images, audio recordings, video footage and information in systems or databases. This audit will review the controls and arrangements in place for preserving 'digital' data in line with the Council's retention schedule.
PLANON Support	PLANON is the Council's new property asset management system. The system has a number of modules including for the management of repairs, and to facilitate payments. Our audit will build on previous audit work in 2022/23 to provide ongoing assurance over the control environment for this application post go-live, including determining the extent to which asset management processes have been integrated through PLANON.
Support for Strategic Projects and Programmes	
People Strategy	Advice and assurance activity to support the implementation of the new People Strategy 2023-28, which sets out plans to develop the workforce needed for the

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	future success of the Council. Our work will provide assurance around underpinning data quality used within the Strategy, and provide assurance over the effectiveness of internal governance mechanisms to monitor and report on the Strategy's success.
Single View of a Child	Our review builds on support given in 2022/23 and will continue to provide advice, support and assurance as the Single View of a Child project enters post-implementation phase. This work will include providing assurance around the compliance with system controls and safeguards.
Budget Management in Children's Services	Budgetary pressures within Children's Services are one of the highest financial risks currently being faced by the Council. Our audit will support the wider assistance of the Resources Directorate in helping address this risk, and will provide assurance over the robustness and effectiveness of measures adopted to manage the ongoing situation.
Highways Contract	This audit has been carried forward from our 2022/23 annual plan. This audit will provide assurance over the early performance and effectiveness of contract management arrangements in place over the recently let Highways Contract.
Procurement Regulatory Changes	Major changes to procurement regulations are expected in late 2023 which are likely to include more stringent transparency requirements. These will need to be reflected in the Council's own regulations, including Procurement and Contract Standing Orders. We will provide support and advice in relation to the updating of these.
Risk Management	This review will provide assurance over the effectiveness of the Council's newly implemented Risk Framework, building upon audit work completed in 2022/23.
Corporate Governance	To provide advice and support around the Council's corporate governance arrangements in support of the work of the Governance Panel, and to provide input into the process of producing the Council's Annual Governance Statement.
Business Continuity Arrangements	This review will provide assurance over the Council's Business Continuity Arrangements (being the plans to ensure the Council continues to run effectively after a major disruption or disaster, like a fire, flood or cyber-attack). We will examine the awareness of the current arrangements, their overall robustness compared to good practice, and

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	how the Council tests and embeds the arrangements across the organisation.
Follow-up audits	
Home to School Transport	
Planning	
SFRS Contract Management Arrangements	To follow-up previous audit work completed in 2022/23 where the final opinion given was of Partial or Minimal Assurance. The work will ensure that agreed actions have been implemented as expected for each of the identified follow-up audits in order that the control environment is strengthened within the area under review.
Project Indigo	
Social Value in Procurement	
CFL Customer Complaints Management	
Other Focus Areas	
Care Quality Commission (CQC) Assurance Framework	A new CQC assurance framework for adult social care is being launched in April 2023. The purpose of our audit is to support the service in assessing overall governance arrangements and processes within the new in-house framework to support a self-assessment by the service ahead of a peer review by the Local Government Association.
Integrated Care System (ICS) Governance Arrangements	The focus of our review will be to seek assurance that the ICS governance arrangements that exist between the Council and the NHS are robust. This will include an examination of existing schemes of delegation, of joint roles, budgetary control, and management oversight of the arrangements.
Public Health Funding	This audit will review the governance arrangements around existing Public Health funding, including budget setting, decision-making, financial monitoring, and the reporting and oversight of Public Health spend.
In-House Residential Provision for Children	Following adverse outcomes from recent external inspections into the Council's in-house residential care provision for children, our audit will assist the service in addressing the necessary improvements in the service through a review of the internal governance arrangements.
Unofficial School Funds	Unofficial funds include donations from parents and money raised by a school that are completely independent of delegated funds from the Council. Our review will complement our programme of school audits through a more detailed review to test the compliance of maintained schools with existing financial procedures for the proper

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	accounting and scrutiny of sources of any unofficial funds that they hold.
Member Highway Allocations	Our audit will look at the arrangements in place to manage capital funding allocated to Members for road and pavement renewal and repair across Surrey, including timeframes and decision-making arrangements
Road Safety Schemes	This audit will review the adequacy of processes governing the Council's road safety schemes (feasibility, design and post-implementation) and will review delivery in response to additional funding made available during 2022/23.
Land and Property Capital Programme Management	Our review will provide assurance over the governance arrangements in place for the management of major capital projects and programmes across Land and Property, with a focus on the effectiveness of controls in place to avoid significant overspends and delays.
Placemaking (Funding)	Use of the Community Infrastructure Levy helps to improve neighbourhoods with higher levels of deprivation. Our audit will provide assurance over whether the Council is fully exploring funding opportunities to improve local neighbourhoods, and whether the funding received is used effectively.
Contingencies	
Anti-Fraud and Anti-Corruption	To deliver the 2023/24 Fraud Response Plan for SCC which includes work on fraud awareness, data analytics, cyber fraud, conflicts of interest, excessive personal use of council IT equipment and ad hoc investigations.
Emerging Risks	A contingency budget to allow work to be undertaken on new risks and issues identified by Orbis IA and/or referred by management during the year.
General Contingency	A contingency budget to allow for effective management of the annual programme of work as the year progresses.
Service Management & Delivery	
Action Tracking	Ongoing action tracking and reporting of agreed, high risk actions.
Annual Report, Opinion and AGS	Creation of Annual Report and Opinion and support for the production of the Annual Governance Statement.
Audit & Fraud Management	Overall management of all audit and counter fraud activity, including work allocation, work scheduling and Orbis Audit Management meetings.

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Audit & Fraud Reporting	Production of periodic reports to management and Audit and Governance Committee covering results of all audit and counter fraud activity.
Audit Committee and member support	Ongoing liaison with members on internal audit matters and attending Audit and Governance Committee meetings and associated pre-meetings.
Client Service Liaison	Liaison with clients and departmental management teams throughout the year.
Client Support and Advice	Ad hoc advice, guidance and support on risk, internal control and governance matters provided to clients and services throughout the year.
Orbis Internal Audit Developments	Audit and counter fraud service developments, including quality improvement and ensuring compliance with Public Sector Internal Audit Standards.
Organisational Management Support	Attendance and ongoing support to organisational management meetings, e.g. Financial Management Team (FMT), Risk Governance Group (RGG) etc.
Strategy & Annual Planning	Development and production of the Internal Audit Strategy and Annual Audit Plan, including consultation with management and members.
System Development & Administration	Development and administration of audit and fraud management systems.

Other Potential Auditable Areas	
Ukraine-related Funding	
Your Fund Surrey	
Woodhatch Building Security	
Off-Payroll Expenditure	
Unaccompanied Asylum Seeking Children	
Children's Services Safety	
Valve Agreement	
Early Years Provision	
Children Out Of Education	
Transport for Adults	
FM Contract Management Arrangements	
Digital Data Preservation	

These are potential audits that could be drawn into the 2023/24 annual programme of work on a risk-basis should other audits be postponed or deferred, or should available contingency time allow for it.

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Microsoft Cloud Environment	
Active Directory/Identity Management (inc. third party)	
Data Breach Management	
Surveillance Cameras	

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