

**PETERBOROUGH CITY COUNCIL
INTERNAL AUDIT PLAN 2020/21**

AUDIT ACTIVITIES Provision for Internal Audit and Anti-Fraud activities that are not subject to risk assessment.	
SERVICE / SYSTEM	AUDIT SCOPE
Annual Audit Planning	Produce risk assessed annual plan and strategy, along with a review of: <ul style="list-style-type: none"> • Internal Audit effectiveness • Internal Audit Charter • Internal Audit Ethics Policy • Quality Assurance Improvement Plan Includes reporting of the progress of the plan during the year. In accordance with PSIAS.
Annual Audit Opinion	Produce report detailing work carried out and Head of Internal Audit Opinion of Governance, Risk and Control, in accordance with PSIAS.
Audit Committee Support	This includes a review of Audit Committee effectiveness, update of the Audit Committee Handbook, provision of training and attendance at meetings.
Annual Corporate Governance Review	Production of final AGS for 2019 / 2020. High level review of governance including compliance with Local Code of Governance and ethics/standards.
Working Groups/ Boards/Committees	Attendance at working group/board meetings (for example: Risk Management, Information Governance, project and procurement boards and Brexit working group) and reviewing emerging issues.
Carry Forward Provision	Provision for the completion of 2019 - 20 audits.
Follow Up Provision	Revisiting audits after 6 months to monitor the implementation of recommendations.
Advice and Consultancy	Allowance exists for time spent on providing risk and control advice to officers, management and members, as well as ad hoc requests for consultancy work. We anticipate that this will increase due to the numerous changes in working arrangements as a result of the pandemic.

TOTAL AUDIT DAYS	278
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AUDIT ACTIVITIES

Provision for Internal Audit time spent on external audit work.

External work	We are the Internal Auditors the Combined Authority. We also occasionally carry out NCLT grant certifications for schools. This work is chargeable and is not reported into PCC's Audit Committee. We have also been the Internal Auditors for Vivacity, but have removed this from our plan following the recent news of its closure. We have however included time elsewhere in the plan to look at transition arrangements.
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CERTIFICATION

Certification of grant claims in relation to funding received from government and other funding bodies, as well as other submissions we are required to make to government. These are not subject to risk assessment as they must be completed.

DESCRIPTION	COUNCIL OBJECTIVE	DIRECTORATE	AUDIT SCOPE
Disabled Facilities	6	P&C	Non ring-fenced capital funding towards Disabled Facilities grants that PCC can award to disabled clients for necessary housing alterations. Completion by July 2020
Bus Service Operators	6	G&R	A grant to support bus services, including community transport services – Completion by September 2020
Taxi Infrastructure	1	G&R	From DfT. ULEV Taxi Infrastructure Competition – completion by March 21
Integrated Transport Block	1	G&R	From DfT via CPCA. Completion by September 2020
Highways Maintenance	1	G&R	From DfT via CPCA. Completion by September 2020 (Needs Element, Incentive Element, Additional Incentive Element).
Pothole Action Fund	1	G&R	From DfT via CPCA. Completion by September 2020
National Productivity Investment Fund	1	G&R	From DfT via CPCA. Completion by September 2020
Norwood Lane	1	G&R	From CPCA. Completion by September 2020
University	1	G&R	From CPCA. Completion by September 2020
Connecting Families	2, 6	P&C	Payment by results scheme. Requirement to audit 10% of the claims for every submission. Also, to review the council's Outcomes Plan, which documents how PCC will apply the scheme. Claims reviewed monthly.
TOTAL AUDIT DAYS			65

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Prioritised Audits for Review

The following audit areas have been subject to an assessment (of size, corporate importance, stability, vulnerability and specific concerns) and ranked accordingly. The assessment, and therefore the ranking, may change during the year as circumstances alter and new risks emerge. Audit reviews will be prioritised on the basis of this ranking, along with the number of audit days available, the knowledge and experience of staff and any timing requirements. The shaded areas represent audits that will not be possible with current resources. Following the revision of the plan, changes to scope are marked with asterisk and new or removed audits are annotated as such.

SERVICE OR SYSTEM	COUNCIL OBJECTIVE	DIRECTORATE	OUTLINE AUDIT SCOPE	Priority	
				Rating	Score
Financial Resilience*	All	Corporate	Assurance testing of spend to verify compliance with spending controls and decisions and to detect fraud. To include verification of covid-19 spend returns to MHCLG. Consultancy advice on the new Financial Control Framework, including Financial Rules and Scheme of Delegation.	H	87
Agile Working (new)	All	Corporate	A review of various aspects of the new remote working arrangements. To include equipment, health and safety, management and monitoring and Human Resources policies.	H	76
Business Support Grant (new)	All	Resources	Post payment assurance work in line with guidance and requirements from MHCLG/BEIS. This is designed to detect fraud and error, with the aim of recovering erroneous payments, for all business support grants, including the new discretionary grants. The value of grants being paid out is approximately £30m.	H	74
Procurement and Contracts*	All	Corporate	A review of procurement and contracting arrangements following relaxation of some controls to deal with the pandemic, as well as increased levels of fraud risk. For example: on-boarding of new suppliers; bank mandate fraud; increased extensions and exemptions to contracts. A review of arrangements to support contractors during the pandemic, for example via uplift and advance payments.	H	66
Infection Control Fund (new)	3	People & Communities	Management request to review the operational and financial controls in place to manage payments to care providers in respect of the government grant of £1.75m.	H	66

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Payment Methods (new)	3	People & Communities	A review of new payment methods implemented to assist with Hub activities and payments for food for those who are vulnerable and shielding.	H	63
Cyber Security*	All	Customer & Digital	Monitoring of the IT response to increased fraud risks and the impacts of remote working.	H	64
HR/Payroll Systems*	All	Chief Exec	Resourcelink is being developed to offer self-service management of expenses, absence and so in. This will have increased importance now that staff are working remotely. An overview of the control framework in place.	H	62
Vivacity (new)	5	People & Communities	Support during the transition arrangements.	H	61
ICT Joint Strategy	All	Customer & Digital	Overview of project to merge the Peterborough and Cambridgeshire ICT estate and to exit from the Serco contract.	H	60
Aragon	1, 6	Place & Economy	Governance arrangements for this wholly owned company.	H	58
Think Communities*	3	People & Communities	This will look at the arrangements for partnership working, including shared decision making and data sharing. This was already included in the plan, but will have a new focus following the successful operation of the Volunteer Hub and the inclusion of the ethos and newly developed operational and partnership arrangements that are intended to become BAU.	H	57

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Teacher's Pensions	2	Chief Exec	An overview of the arrangements for ensuring pension data is provided promptly by schools, and for ensuring that enhanced pensions are awarded in line with policy.	H	56
Management Up-skilling	All	Legal & Governance	Consideration of activities for upskilling managers following the reshaping of HR and Finance functions.	H	56
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SERVICE OR SYSTEM	COUNCIL OBJECTIVE	DIRECTORATE	OUTLINE AUDIT SCOPE	Priority	
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Schools (removed)	2	People & Communities	DofE proposals to re-introduce cyclical audits of schools have been delayed due to the Covid-19 pandemic.	Top Slice	N/A
Mayor's Charity (removed)		Legal & Governance	Income and expenditure has fallen below Charity Commission thresholds and therefore no independent review is required.	Top Slice	N/A
Temporary Accommodation (removed)	1, 6	Place & Economy	A review of the operation of the various teams/organisations in managing temporary accommodation.	H	58
Asset Management (removed)	All	Resources	A review of some specific aspects of asset management: <ul style="list-style-type: none"> • Arrangements for keeping the asset register up to date • Process for ensuring condition surveys are completed on buildings 	H	58
Climate Change (removed)	4	Place & Economy	A review of arrangements for achievement of action plan.	H	56
Business Improvement District (removed)	1	Place & Economy	This will look at the processes for collection of the new levy as well as payment (of claims against the funds raised).	H	56
Licensing (removed)	6, 7	People & Communities	Covering both Selective Licensing and HMO licensing. New legislation requires more properties to have an HMO license.	H	56

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Peterborough Integrated Energy Infrastructure (removed)	1	Place & Economy	Energy from waste scheme. A look at the processes in place that ensures all grant criteria are met to enable grant to be claimed. Also the governance around roles/decision making between partners.	H	55
Parking Services (removed)	3	People & Communities	Review of all on and off street parking, enforcement activity, and use of car parks as assets.	H	55
Direct Payments (removed)	3	People & Communities	A review of the process for awarding and monitoring payments made direct to service users in respect of their care packages.	M	40
Event Management	7	Place & Economy	A review of the arrangements for public safety at events in the city.	M	51
Housing	1, 6	Resources	Arrangements for managing the stock of council owned housing and the proposals around becoming a HRA.	M	54
University PropCo	1	Place & Economy	A review of the governance of this joint venture between the Council and the Combined Authority, which will be responsible for the delivery and management of the proposed university buildings.	M	54

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Fair Tax Mark	All	Resources	Compliance with initiative promoting fair tax conduct.	M	39
Syrian Refugee Programme	3, 6	People & Communities	Review of grant-funded activity including monitoring and evaluation.	M	38
Town Deal Funding	1	Place & Economy	A review of the framework for managing grant funds.	M	36
SEND	3	People & Communities	Spend on children with disabilities and cost of packages and what changes when transition into adults	M	36
Safeguarding Assets	3	People & Communities	Protocol for when the Council acts as deputy or appointee for service users.	M	32
Data Management	All	Corporate	How the council ensures that its data is accurate and available for efficient decision making.	M	32
Off contract purchasing	All	Corporate	Analysis of purchases made outside corporate contracts, including spot/block purchasing of beds.	M	38
S75	3, 7	People & Communities	Arrangements to ensure that all S75 agreements are up to date and appropriate leading up to renewal.	M	34
Joint funded placements	3	People & Communities	Examination of financial arrangements where the Council funds placements along with other authorities.	M	34
Mental Health	7	Corporate	A review of the Council's Mental Health Strategy and its implementation.	L	28

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DBS	3	Corporate	A review of the controls in place that ensure that staff DBS (Disclosure and Barring Service) checks are carried out appropriately.	L	25
PCC Lifeline	3	People & Communities	Advice relating to the proposal to charge people after first six weeks.	L	26
Syrian Refugee Befriender Contract	3	People & Communities	A review of contract management and/or open book reviews of the operation of this contract.	L	18
Chums Contract	3	People & Communities	A review of contract management and/or open book reviews of the operation of this contract.	L	18
TOTAL AUDIT DAYS					

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VISION FOR THE CITY

STRATEGIC PRIORITIES

- 1 Drive growth, regeneration and economic development.
- 2 Improve educational attainment and skills.
- 3 Safeguard vulnerable children and adults.
- 4 Implement the Environment Capital agenda.
- 5 Supporting Peterborough's culture and leisure trust Vivacity.
- 6 Keep all our communities safe, cohesive and healthy.
- 7 Achieve the best health and wellbeing for the city.

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