

INTERNAL AUDIT PLAN - 2016/17

CHIEF EXECUTIVE

Corporate - John Gilbert

Annual Governance Statement - compilation of 2015/16 statement
Annual Governance Statement - review of actions
Responding corporately to safeguarding
Approach to partnerships

Law, Democratic Services, Revenues and Benefits - Stephen Taylor

Municipal Burials and Crematorium: follow-up (carry over from 2015/16)
Compliance with Standing Orders and Financial regulations - procurement
Scrutiny
Elections
Council Tax (inc. discounts)
NNDR
Debtors
Housing Benefits: claims processing
RIPA follow-up review pre. Surveillance Commissioner inspection (May 2016)

Economy - Paddy Bradley

Commercial assets
Asset Management
Economy - delivery (Forward Swindon etc.)
LEP Governance

Key to audit priorities:

C = Critical i.e. must do's to give sufficient coverage of key financial systems to satisfy S.151 requirements plus grant certifications etc.
H = High priority; M= Medium priority; L = Low priority

COMMISSIONING

Children and Adults - Sue Wald

Residential Care Homes
Learning Disabilities
Troubled Families
Healthcheck Adult Services

Children and Families - Karen Reeve

Fostering
Health Visiting
Saltway: disabled children
Youth Offending team
Adoption

Public Health - Cherry Jones

Childrens Health (see Health Visiting above)
Workplace Health
CCG - Drugs invoicing
Public Health - ring fenced funding statement of assurance

Education and Attainment - Peter Nathan

Isambard School - follow-up
Special Educational Needs (SEN RAP)
School Placed Planning
Financial regulations for schools
School (1)
School (2)
School (3)

Housing - Mike Ash

Housing Rents
Affordable Housing
Housing availability for most vulnerable people
Tenant Strategy
Domestic Abuse Strategy
HRA self-financing

DELIVERY

Board Director: Bernie Brannan

Waterside - site operation
PPS Ltd - Wroughton
Brindley Close (follow-up)

Housing Property - Gerry O'Connor

Statutory compliance corporate buildings: follow-up
Housing repairs and maintenance
Contracting audit: follow-up

Highways and Transport - Jason Humm

Bruce Street Bridges follow-up
Asset management approach to resource allocation
Street Works

Design and Architecture - Nic Newland

Management of Capital projects

Planning, Regulatory Services and Heritage - Richard Bell

Eastern Villages
Licensing: Follow-up (move from Lalpac to Uniform)

StreetSmart - Leon Barrett

Grounds
Parking and Parking enforcement
Fleet management
PPS Ltd Contract management
Play areas
Stores follow-up

LOCALITIES - Patrick Weir

Library Strategy

RESOURCES

Board Director: Stuart McKellar

Finance and Change Programme - Kirsty Cole

Treasury Management
Creditors
Main Accounting
Change programmes - combined transition (Gateway review)
Refunds
Carbon Reduction commitment - certification grant
Carbon reduction plans: follow-up

Business Support - Karen McMahon

Health and Safety/Corporate Manslaughter: follow-up
Purchasing Cards
Payroll: main system
Payroll: starters and leavers
Business Continuity - resilience of critical systems
ID Badges follow-up

People, Performance and Engagement - Sam Mowbray

Performance and Risk

Performance Framework

Risk Management

People - Sonia Grewal

Managing Recruitment

Discipline and grievance processes

Employment of consultants and casual staff

TUPE arrangements

Communications and Insight - Gavin Calthrop

Consultation process

Information Technology - Glyn Peach

Lagan

IT Training

IT Asset Management

NAVMAN

Corporate reporting

Starters, leavers asset management (SLAM)

Patch management

IT Governance - policies and procedures

Mobile devices

Records Management (inc. Hillmeads) follow-up

EXTERNAL WORK

St Joseph's School

University Technical College - Swindon