

## Appendix 1

### North East Derbyshire District Council Internal Audit Plan 2019/20 – 2021/22

Audit not completed 2020/21

Priority		2019/20 Days	2020/21 Days	2021/22 Days	Risk Factor / Strategic Risk
	<b>Main Financial Systems</b>				
M	Main Accounting/Budgetary Control/MTFP	15	0	15	Failure to produce a reliable set of accounts, lack of control over spending, (Strategic Risk 2)
M	CIPFA Financial Management Code	0	8	0	Financial Resilience / sustainability (Strategic Risk 2)
H	Payroll	12	0	15	Employees are paid incorrectly, there are ghost employees in the system
H	Creditor Payments	15	0	10	Incorrect or fraudulent payments are made (Strategic Risk 3)
M	Debtors	15	10	10	Loss of income, fraud
H	Treasury Management	10	0	15	Misappropriation of funds, poor investment decisions
M	Cash and Banking	18	18	0	Loss of income, theft
M	Council Tax	0	20	10	Loss of income, fraud (Strategic Risk 3)
H	Non Domestic Rates	10	0	20	Loss of income, fraud (Strategic Risk 3)
H	Housing / Council Tax Benefits	18	18	18	Reputational damage, fraud (Strategic Risk 3)
H	Business Grants	0	0	15	Monies not paid out in accordance with scheme
L	Capital Accounting	5	0	0	Assets may not be properly accounted for
	<b>Total Main Financial Systems</b>	<b>118</b>	<b>74</b>	<b>128</b>	

Priority		2019/20 Days	2020/21 Days	2021/22 Days	Risk Factor / Strategic Risk
	<b>Other Operational Audits</b>				
M	Business Centres	15	0	0	Poor Admin, loss of income
M	Central Garage/Transport	15	0	0	Poor Fleet Management, fraud, theft
M	Committee Processes	0	0	8	Poor Governance, lack of transparency (Strategic Risk 8)
L	Dog Warden Services	0	5	0	Reputation, loss of income
M	Disabled Facilities Grants	0	10	0	Inability to deliver/fraud / reputational
L	Elections (carry forward 19/20)	10	10	0	Registers inaccurate / Incorrect payments
H	E Health Food Hygiene	0	13	12	Public Health risk (Strategic Risk 3)
M	Environmental Health - Taxi Licences	10	0	0	Safeguarding issues, safety issues (Strategic Risk 10)
L	Grounds Maintenance	0	0	8	Reputational
M	Homelessness	0	10	12	Reputation, failure in statutory duty
M	Industrial Property Rents/Periodic Income	14	0	0	Loss of income, fraud
M	Insurance	0	0	10	Wrong cover levels and type, fraudulent claims
M	Killamarsh Leisure Centre	0	0	13	Loss of income, theft, poor practice (Strategic Risk 3)
L	Leisure Direct Debits	0	5	0	Loss of income, poor management
M	Leisure Reviews	15	20	0	Loss of income, theft, poor practice (Strategic Risk 3)
M	Planning Processes & Procedures / Appeals	0	10	0	Poor decision making, reputation (Strategic Risk 3)
L	Refuse Collection	12	0	0	Reputational Damage (Strategic Risk 3)
M	Section 106	0	0	12	Loss of income/fraud/ reputational damage, failure to deliver projects (Strategic Risk 7)

Priority		2019/20 Days	2020/21 Days	2021/22 Days	Risk Factor / Strategic Risk
M	Social Media	0	8	0	Reputation (Strategic Risk 7)
L	Street Cleaning	0	10	0	Reputation (Strategic Risk 3)
	<b>Total Operational Audits</b>	<b>91</b>	<b>101</b>	<b>75</b>	
	<b>Computer and IT Related</b>				
H	Cyber Security / Network Security/systems security / Transformation Programme - Digital	10	12	8	Attack on Council systems / business continuity/ reputational damage (Strategic Risk 4)
H	Disaster Recovery / Cyber Security	0	0	6	Failure to restore data in a timely manner (Strategic Risk 4)
M	Laptops / Removable Media	0	12	0	Theft, loss of data, reputation (Strategic Risk 4)
L	Members IT Equipment / mobile phones	10	0	0	Loss of equipment/ data protection
	<b>Total Computer and IT related</b>	<b>20</b>	<b>24</b>	<b>14</b>	
	<b>Rykneld Homes</b>	<b>97</b>	<b>97</b>	<b>97</b>	Partnership fails (Strategic Risk 7)
	<b>Cross Cutting Areas</b>				
M	Asset Management Arrangements	0	10	0	Poor value for money, assets not fit for purpose (Strategic Risk 2)
H	Business Continuity	10	0	8	Failure to deliver services (Strategic Risks 3 & 4)
H	Corporate Governance and AGS	2	2	2	Poor Governance (Strategic Risk 8)
M	Climate Change	0	5	0	Failure to deliver promises, reputation (Strategic Risk 1)

Priority		2019/20 Days	2020/21 Days	2021/22 Days	Risk Factor / Strategic Risk
M	Data Protection	0	12	0	Mis- use of data, large fines
M	Ethics	0	10	10	Reputation, lack of transparency (Strategic Risk 8)
H	Financial Advice / Working Groups	12	12	12	Appropriate controls not in place
M	Health and Safety	10	0	12	Risk of injury, death (Strategic Risk 8)
L	Mobile Phones / Communications	0	10	0	Poor VFM
M	Performance Management/Corporate Targets	10	15	10	Poor Governance (Strategic Risk 8)
M	Procurement	15	15	0	Fraud, poor value for money
M	Risk Management	10	0	7	Failure to identify and mitigate risks (Strategic Risk 8)
M	Safeguarding	8	0	8	Public safety, reputational risk (Strategic Risk 10)
H	Transformation Agenda	10	10	10	Fails to make the savings anticipated (Strategic Risk 2 and 6)
L	Use of Consultants / IR35 (Carry Fwd 19/20)	17	14	0	Not achieving value for money
	<b>Total Cross Cutting Areas</b>	<b>104</b>	<b>115</b>	<b>79</b>	
	<b>Fraud and Corruption</b>	<b>19/20 Days</b>	<b>20/21 Days</b>	<b>21/22 Days</b>	<b>Risk Factor</b>
L	Gifts and Hospitality	6	0	0	Fraud and Corruption
M	National Fraud Initiative	5	5	5	Fraud
	<b>Total</b>	<b>11</b>	<b>5</b>	<b>5</b>	

Priority		2019/20 Days	2020/21 Days	2021/22 Days	Risk Factor / Strategic Risk
	<b>Location / Regularity</b>				
L	Petty Cash	5	0	0	Theft
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
	Special Investigations/Contingency	25	25	43	Fraud, loss of income
	Apprenticeship / Training	0	30	30	Lack of appropriately trained staff
	Audit Committee / Client Officer Liaison	15	15	15	Non- compliance with Public Sector Internal Audit Standards
	<b>Planned Total Days</b>	<b>486</b>	<b>486</b>	<b>486</b>	

**Reserve Areas**

Taxi Licences  
VAT  
Sickness absence  
Leisure financial  
Cemeteries  
IT Disposal of old equipment  
Cash and Banking