

APPENDIX 1

AUDIT	DAYS	COMMENTARY	STATUS
Assurance - Cyclical			
MLC Annual Assessment of Internal Control and Governance	35	Prepare an annual assurance report for Management and the Audit Committee summarising the work undertaken by Internal Audit during the year and forming an opinion on adequacy of the Council's arrangements for risk management, governance and internal control. Continuous audit approach on progress with areas of improvement. Annual evaluation of compliance with the Local Code of Corporate Governance covering the corporate whole and individual Directorates/Services.	Continuous audit approach to follow-up on implementation of actions on Areas of Improvement set out in the Annual Governance Statement 2020/21. Annual evaluation of compliance with the Local Code of Corporate Governance scheduled 4th Qtr. Internal Audit opinion, work undertaken and compliance with PSIAS will be outlined in Internal Audit Annual Assurance Report 2021/22.
Income Collection	30	Review of the policies and procedures in place for the collection of income and debt recovery. The audit will include a review of the Parent-pay system, car parking and licensing.	Brought forward from 2020/21. Audit work slightly behind original schedule though on track to conclude in 3rd quarter.
Roads Maintenance Service	30	Review of the Roads Maintenance service including both capital and revenue jobs ensuring that the service is complying with the relevant code of practice / risk based inspection regime.	Brought forward from 2020/21. Draft Report issued 28 September 2021. Final Report issued 26 October 2021. Executive Summary to Audit Committee 7 December 2021.
Homelessness	30	Review of controls in place to ensure the achievement of statutory obligations for the Homelessness service with a focus on prevention and support. Review of the provision, funding and costs associated with providing accommodation for homeless clients.	Brought forward from 2020/21. Draft Report issued 2 July 2021. Final Report issued 26 August 2021. Executive Summary to Audit Committee 28 September 2021.
Information Governance	20	Continual audit approach to review the information governance framework including roles and responsibilities, policy development and implementation, specifically on information security. Specific review of FOI process and resources.	Internal Auditor attends Information Management Group. Assurance review of information governance framework is scheduled 4th Qtr.
Schools	30	Review of internal financial controls and business administrative procedures in place and data analytics of expenditure (DSM, PEF and other Funds including Schools Funds) to ensure the efficient and effective use of resources in the school establishments, to complement the assurance received from Education Scotland arising from their inspection programme of schools.	Scheduled 4th Qtr.
Performance Management	30	Provide independent validation of performance indicators and benchmarking information to support self-assessment and continuous improvement of the Council's Services, specifically to ensure accuracy of data submitted for Local Government Benchmarking Framework (LGBF) and Corporate Priorities Pls. Assess progress of the review and refresh of the Performance Management Framework.	Performance Management audit split into two elements - LGBF and Performance Management Framework (PMF). LGBF: Draft Report issued 8 October 2021; Final Report issued 22 October 2021; Executive Summary to Audit Committee 7 December 2021. Critical friend role during review and refresh of the PMF.
Risk Management	20	Review the process for identifying, evaluating, controlling / mitigating, recording, monitoring and reporting risks that potentially have a detrimental impact on the effective and efficient delivery of Services. Review risk management policy, strategy, training and toolkits, and assess risk registers at Strategic, Service Operational, Programme/Project, and Partnership levels.	Draft Report issued 2 June 2021. Final Report issued 22 November 2021. Executive Summary to Audit Committee 7 December 2021.
Financial Policy and Governance Framework	15	Assess the Financial Policy and Governance Framework, and evaluate whether there is a comprehensive programme in place to review, update and develop relevant Financial Regulations, Policies, Procedures, Guidelines and any associated Codes of Practice, including the rollout to employees.	Carried out background research and analysis in 1st Qtr in advance of working with Financial Services in a critical friend role in alignment with the timescales of their work programme of financial policy review.
	240		

AUDIT	DAYS	COMMENTARY	STATUS
Assurance - Risk-Based			
Learning and Physical Disabilities Services	30	Review of the decision-making process for packages of care, the provision and cost of the service provided, funding and transition to ensure obligations are met to deliver services.	Brought forward from 2020/21 - Scheduled 3rd Qtr
School Excursions	0	Assess the policies and procedures in place to ensure the inclusion and safety of children on excursions.	** Brought forward from 2020/21. Defer to 2022/23 - Low risk due to Covid-19 pandemic restrictions in 2020/21 and 2021/22.
Invoice Approval and OCR	10	Assess the authorisation controls, including segregation of duties, and security controls over payments.	Brought forward from 2019/20 and 2020/21 'Automated Invoice Payments'. Draft Report issued 7 September 2021. Final Report issued 14 September 2021. Executive Summary to Audit Committee 28 September 2021.
ICT Security	30	Assess the adequacy of the ICT security arrangements associated with the network and business applications, including: policy and guidelines; physical and operational controls; business continuity and disaster recovery arrangements; and third party access. Review of the Public Services Network (PSN) and Cyber Essentials accreditation	Scheduled 3rd Qtr.
Waste and Recycling Services	30	Ensure there are adequate financial and operational controls in place for the effective delivery of waste collection and recycling services including plans to achieve Zero Waste targets.	Scheduled 3rd Qtr.
Scottish Welfare Fund	20	Assess the adequacy of the operational processes in place to administer the payment of Crisis Grants and Community Care Grants for the Scottish Welfare Fund and that they are effective, appropriate and consistent. Include a specific review of Discretionary Housing Payment policy, processes and payments.	Scheduled 3rd Qtr.
Housing Allocations	30	Assess the policies, procedures and practices in place to ensure the Council allocates housing in accordance with the Housing (Scotland) Act 2001 and 2014.	Scheduled 3rd Qtr.
Sustainable Environment	20	Assess progress with the development of new governance arrangements and action plans to meet obligations regarding sustainable environmental programmes, including corporate and social responsibility such as climate change.	Scheduled 3rd Qtr.
Capital Investment	30	Continual audit approach to assess compliance with established good practice by Accounts Commission - review, scrutiny and challenge; capital financial budget monitoring; delivery of the capital programme/projects. Specific focus on monitoring and scrutiny of delivery.	Chief Internal Auditor attends Capital Planning & Asset Management Board. Assurance work on governance is scheduled 3rd Qtr.
Early Learning and Childcare Expansion	30	Review of the Council's future plans for delivering the expansion in early learning and childcare to 1140 hours and the remaining allocation of the capital funding received to deliver the additional capacity required.	Scheduled 3rd Qtr. The audit name and high level audit objective have been amended to reflect focus on future plans.
Adult Social Care Contract Monitoring	30	Review of the contract monitoring arrangements with suppliers for both care at home and care homes.	Scheduled 3rd Qtr.
Digital Learning Strategy	20	Review of the roles and responsibilities and project governance to ensure that the digital learning rollout is aligned to Council priorities and business requirements.	Audit work slightly behind original schedule though on track to conclude in 3rd quarter.
Business Continuity	20	Review the process for setting, testing, reviewing and updating Business Continuity Plans to ensure the delivery of business critical (and other) services across the Council, that they are aligned with requirements and that they are fit for purpose (i.e. no critical single points of failure).	Carried out some work in 2nd Qtr though remaining parts of audit scope are scheduled in 4th quarter to align with system development implementation.
	300		

AUDIT	DAYS	COMMENTARY	STATUS
Legislative & Other Compliance			
EU Funded Programme Tyne Esk LEADER	10	Annual requirement to review the controls in place to deliver the EU Funded Programme Tyne Esk LEADER and to undertake compliance related work as defined by the Service Level Agreement (extension granted to the programme).	Draft Report issued 29 September 2021. Final Report issued 26 October 2021. Executive Summary to Audit Committee 7 December 2021.
	10		

AUDIT	DAYS	COMMENTARY	STATUS
Consultancy			
Consultancy - critical friend	20	In its 'critical friend' role provide: an independent view and challenge of a sample of programmes and projects (including Learning Estate Strategy, Business Transformation Board, Information Management Group); and an objective assessment of self-evaluation arrangements.	In its critical friend role provided an independent view and challenge at various forums including Business Transformation Board, Capital Plan and Asset Management Board, and Information Management Group.
	20		

AUDIT	DAYS	COMMENTARY	STATUS
Other			
PSIAS Self-Assessment	10	Undertake annual self-assessment of the Internal Audit function against the Public Sector Internal Audit Standards (PSIAS) and report findings to the Audit Committee.	Scheduled 4th Qtr. Findings will be outlined in Internal Audit Annual Assurance Report 2021/22.
MLC Audit Committee Self-Assessment	5	Provide assistance to Chair in undertaking a self-assessment of the Audit Committee against the CIPFA best practice guidance.	2020/21 self-assessment carried out during an Informal Session on 4 May 2021 facilitated by the Chief Internal Auditor. The Chairman presented the Audit Committee Annual Report 2020/21 to Council on 5 October 2021. 2021/22 self-assessment scheduled 4th Qtr.
MLC Recommendation Follow Up Reviews	30	Undertake 2 reviews: the first includes a sample check on the adequacy of new internal controls for Audit Actions flagged as closed, and the second assesses performance against closing Audit Actions by the agreed due date.	Follow-Up Review of Completed Internal Audit Recommendations to Audit Committee 28 September 2021. Follow-Up Review of In Progress Internal Audit Recommendations scheduled 3rd Quarter.
Contingency	60	Support / undertake any investigations and other reactive work to ensure high risk issues and concerns identified by Management or Audit Committee during the year are appropriately addressed.	Contingency days utilised for non-audit work during the first quarter of the year due to the continued part-time deployment of the two Internal Auditors to Economic Development service to assist with the administration of support grant payments, as part of the Council's ongoing emergency response associated with the Covid-19 pandemic.
Help Desk Enquiry system	22	Provide guidance and advice to Management and Staff on internal controls. Manage any enquiries received through the whistle-blowing facilities offered by the Council.	Ongoing.
MLC Administration of Audit Scotland Reports	2	Monitor publication of Audit Scotland reports and co-ordinate submission by Management of Audit Scotland Reports to the relevant Committee.	Ongoing.
Risk Management Group	5	Attend and provide support to the Risk Management Group, the Serious and Organised Crime Group, and the new Integrity Group.	No meetings in first half of year 2021/22 of Risk Group or Serious & Organised Crime Group. Integrity Group met every 2 months.
MLC Attendance at Boards / Committees	10	Prepare for and attend Audit Committee meetings and other Boards/Committees as relevant.	Ongoing.
MLC Audit Planning for 2022/23	11	Update the Audit Universe, check risk registers and other sources of assurance, and develop and consult on proposed coverage within the Internal Audit Annual Plan 2022/23.	Scheduled 4 Qtr. Internal Audit Annual Plan 2022/23 will be presented to Audit Committee for approval in March 2022.
	155		
MLC Total	725		

AUDIT	DAYS	COMMENTARY	STATUS
Non MLC			
Midlothian Health and Social Care Integration Joint Board	40	Audit reviews and support to be determined and agreed by the Midlothian Health and Social Care Integration Joint Board Audit and Risk Committee for review of the adequacy of the MIJB's arrangements for risk management, governance and internal control for delegated resources.	MIJB Internal Audit Annual Plan 2021/22 approved by MIJB Audit and Risk Committee on 4 March 2021. Audit work ongoing. Reports will be presented to MIJB Audit and Risk Committee.
	40		
Overall Total	765		