Internal Audit Activity

Ref	Category	Audit	Number of Days	Commentary
1.	Assurance Cyclical	Annual Assessment of Internal Control and Governance	20	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 based on key elements in the Local Code of Corporate Governance.
2.	Assurance Risk Based	Change and Transformation Programme	30	Continual audit approach to monitor implementation of improvements to the governance and accountability arrangements for the change and transformation programme including processes for benefit (financial and other) identification, tracking and realisation.
3.	Assurance Risk Based	Business Planning, Budget Setting and Monitoring	25	Evaluate the implementation of improvements to ensure that budgets set for 2019/20 are sustainable and based on realistic plans, and that appropriate scrutiny and challenge is undertaken on revenue budget monitoring reports to enable service delivery within approved budget.
4.	Assurance Cyclical	Attendance Management	20	Assess the controls in place to manage sickness absence across the Council, including compliance with policy and procedures, which underpin the effective use of resources.
5.	Assurance Risk Based	Workforce Planning	30	Review the Service workforce planning processes to provide skills, knowledge and competency requirements for service delivery to meet the Council's objectives, and to address issues such as recruitment and retention.

Ref	Category	Audit	Number of Days	Commentary
6.	Assurance Risk Based	Procurement and Management of Contracts	35	Review the processes and internal controls relating to the three main areas of the end-to-end procurement journey to ensure these adequately address the key risks, and test a sample of contracts from across the Council's Services to assess compliance with the procurement framework and adequacy of Management's contract monitoring arrangements.
7.	Assurance Risk Based	Automated invoice payments	20	Assess the authorisation controls, including segregation of duties, and security controls over payments.
8.	Assurance Risk Based	Leisure Management Booking System	10	Evaluate the income management controls on Leisure Management online booking systems to ensure income is accurately collected.
9.	Assurance Cyclical	Social Care Income Charging, Billing and Collection	25	Review the mechanisms in place to raise charges for Social Care clients in a timely manner and the process of collection and recovery of those charges, including the reliance upon various elements, namely: Care Plan, Funding, Contract, and Financial Assessment.
10.	Assurance Carried Forward	Community Engagement	30	Monitor implementation of any improvement actions arising from the Best Value Assurance Review 2019 on systems and procedures in place to assist the Council to engage with and communicate to the community in setting, delivering and reporting on its vision, priorities and plans.
11.	Assurance Carried Forward	ICT Operational Processes	30	Evaluate the change / incident / problem management operational controls to ensure they are designed appropriately and that all parties are adhering to them.

Assess response to Audit Scotland report May 2017 "Principles for a digital future: Lessons learned from public sector ICT projects" |

Ref	Category	Audit	Number of Days	Commentary
12.	Assurance Risk Based	Information Governance	30	Continual audit approach to review the Information Governance framework including roles and responsibilities, policy development and implementation, specifically on the theme of Records Management i.e. Plan and actions to comply with good practice.
13.	Assurance Cyclical	Asset Registers	20	Review of systems, processes and controls that are in place to ensure complete and accurate records of all Property, Fleet, and IT assets that underpin Asset Management Plans to deliver Council's strategies, plans and priorities.
14.	Assurance Risk Based	Capital Investment	30	Continual audit approach to assess compliance with established good practice by Accounts Commission - strategic asset management plans; governance of capital investment; capital planning; review, scrutiny and challenge; capital financial budget monitoring; delivery of the capital programme/projects.
15.	Assurance Carried Forward	Commercial Rents	25	Assess internal financial controls and governance arrangements linked to Corporate priorities, including estate management.
16.	Assurance Carried Forward	Business Gateway	15	Assess achievement of targets and transparency of reporting to elected members.
17.	Assurance Cyclical	Environmental Health	20	Review the business practices and ways of working within Environmental Health to ensure that regulatory obligations are met and risks are appropriately managed.

Ref	Category	Activity	Number of Days	Commentary
18.	Legislative and 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.
19.	Consultancy	Consultancy	60	Support Management in delivering innovation and transformational change and add value by influencing and offering ways to ensure adequate governance, risk management and internal controls. In its 'critical friend' role provide: an independent view and challenge of a sample of programmes and projects (including Learning Estate Strategy, and Early Years implementation); and an objective assessment of self-evaluation arrangements and improvements that underpin the provision of Best Value.
20.	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.
21.	Other	Audit Committee Self-Assessment	5	Provide assistance to Chair in undertaking a self-assessment of the Audit Committee against the CIPFA best practice guidance.
22.	Other	Recommendation Follow Up Reviews	30	Undertake 2 reviews: the first assesses performance against closing Audit Actions by the agreed due date; and the second includes a sample check on the adequacy of new internal controls for Audit Actions flagged as closed.
23.	Other	Contingency	30	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.

Ref	Category	Activity	Number of Days	Commentary
24.	Other	Help Desk Enquiry system	31	Provide guidance and advice to Management and Staff on internal controls. Manage any enquiries received through the whistle-blowing facilities offered by the Council.
25.	Other	Administration of Audit Scotland Reports	4	Monitor publication of Audit Scotland reports and co-ordinate submission by Management of Audit Scotland Reports to the Audit Committee or other Committee as relevant.
26.	Other	Support for the Risk Management and Integrity Groups	15	Attend and provide support to the Risk Management Group and the Integrity Group.
27.	Other	Attendance at Boards / Committees	10	Prepare for and attend Audit Committee meetings and other Boards/Committees as relevant.
28.	Other	Audit Planning for 2020/21	10	Renew risk assessment, develop and consult on proposed coverage within the Internal Audit Annual Plan 2020/21.
29.	Non-MLC	Audit reviews and support for the Midlothian Integration Joint Board	70	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 IJB's arrangements for risk management, governance and internal control for delegated resources.
Internal Audit Total			700	

Corporate Fraud Activity

Ref	Category	Activity	Number of Days	Commentary
1.	Compliance	Licensing	20	Testing of Licensing controls.
2.	Compliance	Contract Management	110	Testing of governance and internal controls in place over Contract Management arrangements with third parties to determine whether there is compliance with procurement rules and Management monitoring is adequate.
3.	Compliance	Corporate Fraud Enquiries	55	Respond to whistleblowing notifications.
4.	Data Match	Council Tax Reduction Scheme, Discounts and Exemptions	30	Compliance testing of Council Tax Reduction Scheme, Discounts and Exemptions to determine whether these reductions are claimed legitimately.
5.	Data Match	National Fraud Initiative	75	Co-ordinate the NFI exercise across Council services, review and investigate data matches, and periodically produce reports for the Audit Committee on the outcomes.
6.	Other	Corporate Fraud Policy and Strategy	5	Review and update, as required, the Council's counter fraud policy statement and approach to managing the risk of fraud.
7.	Other	Fraud Awareness Training	10	Develop and deliver fraud awareness training modules (either face-to-face or via e-learning) to Management and Staff.
Corporate Fraud Total			305	