

REPORT TO THE AUDIT COMMITTEE – 23 MARCH 2021

INTERNAL AUDIT PLAN 2021/22

1. Reason for Report / Summary

- 1.1 This report presents the draft Internal Audit Plan for 2021/22 to Committee for discussion and approval.

2. Recommendation

The Committee is recommended to:

2.1 Review, discuss and comment on the contents of this report and the attached appendices, and thereafter approve the 2021/22 Internal Audit Plan; and

2.2 Note that changes to the plan may be required as the year progresses.

3. Purpose and Decision Making Route

3.1 Purpose

- 3.1.1 Public Sector Internal Audit Standards require that Internal Audit produce a risk based Internal Audit plan for each year and that this be approved by the “Board”. It is one of the functions of the Audit Committee to review the activities of the Internal Audit function, including its annual work programme. This report presents the Internal Audit plan for the period April 2021 to March 2022 which is attached as Appendix B to this report.

3.2 Decision Making Route

- 3.2.1 The attached draft plan has been discussed with management and agreed with the Strategic Leadership Team. It has not been considered by this, or another Committee, previously.

4. Discussion

- 4.1 The starting point for the 2021/22 plan was to review progress against the 2020/21 annual plan and determine whether those audits which had not been undertaken should be included in the following year’s plan.

- 4.2 There are a number of systems within the Council that are reviewed on an annual basis whilst others are reviewed on a cyclical basis dependent on the perceived risk to the organisation should these systems fail. For example, cash handling, purchasing and payroll systems are reviewed annually due to the level of devolved authority and perceived high level of risk involved. Other systems are audited every second or third year (the

main financial systems – creditors, debtors, council tax, ledger, etc) due to the high volume and materiality of transactions and their impact on the Council. Others are reviewed as and when deemed appropriate in order to provide appropriate coverage and assurance. More detail relating to the matters considered is shown in Appendix A.

- 4.3 In preparation for the 2021/22 plan, Internal Audit consulted with all Directors to ascertain if there were areas that they considered to be of risk to their business operations which they would wish to be considered for inclusion. The External Auditor, Risk Manager, and Chair and Vice Chair of the Audit Committee were also invited to comment. Proposals received were considered and, where Internal Audit considered the suggestion appropriate, these have been included.
- 4.4 It is normal practice to review the Council's Risk Registers to determine whether identified issues had been covered by Internal Audit recently or should be included in the current work plan. At the time of drafting the previous year's Internal Audit Plan, the registers were in a period of transition and, as a result, were not up to date. This remains the position for 2021/22, as work on the registers was paused whilst dealing with the live Risk issues presented by Covid 19. In view of this, the Risk Registers were not reviewed further. Internal Audit's own risk assessment is set out in Appendix A.
- 4.5 The time allocation to all audits assumes that systems to be reviewed are adequately documented, detailing the controls put in place by management, and that testing identifies that these controls are being complied with. If this is not the case, there will be an impact on the time taken to review planned areas and on the plan's achievability.
- 4.6 The plan details what Internal Audit expects to be able to review in the year, assuming stability in resources available to the Section. Two of the Section's key roles (the Chief Internal Auditor and one Senior Auditor) are not currently filled on a permanent basis, pending recruitment processes. The plan is flexible and can be amended to reflect changes in priority or because of new risks being introduced or identified.
- 4.7 All audits included in the attached plan, will help inform Internal Audit regarding the adequacy and effectiveness of the Council's framework of governance, risk management and control, allowing assurance to be provided regarding those arrangements. Where opportunities for improvement in controls and their application, or improvements in value for money, are identified these will be reported along with recommendations for management to consider.
- 4.8 Time has also been set aside in the plan to provide support / consultancy services where it is considered that this could add value to the Council's internal control environment. Resource has also been included in the plan to support ongoing fraud investigations.
- 4.9 Whilst undertaking planned or other work, it is possible that Internal Audit may identify governance issues that are not within the stated scope of the review being undertaken. Public Sector Internal Audit Standards require

that Internal Audit report such instances to those charged with governance. In this respect, Internal Audit's reports may contain issues that appear to be "outwith scope".

- 4.10 In following the above process, it is anticipated that all the major risks which might impact on the Council will be identified and reviewed over time. All Services had the opportunity to discuss the contents of the plan detailed in Appendix B to this report which was discussed and agreed by Strategic Leadership Team on 13 January 2021.
- 4.11 In order to undertake the attached plan, and that relating to Aberdeen City Council through the existing shared service arrangements, both of which incorporate the associated Integration Joint Boards, Internal Audit has an establishment of thirteen posts. The annual budgeted cost for 2021/22 will be confirmed on 17 March 2021 but is likely to be similar to previous years (2020/21 £586,000). It is anticipated that this will be split between Aberdeenshire and Aberdeen City Councils on a 2:1 ratio, which reflects the balance of work planned to be undertaken in each Council.
- 4.12 The attached plan assumes, as stated at paragraph 4.6, stability of resources available to Internal Audit in providing a service. The Aberdeen City Council Internal Audit Plan was approved by that Council's Audit, Risk and Scrutiny Committee on 24 February 2021 and is based on the same resource assumptions as above.
- 4.13 The audits are allocated to an indicative quarter in which work is planned to be undertaken. This will remain fluid throughout the year in recognition of the fact that it may not be appropriate to undertake specific work when planned, as a result of continued Covid 19 restrictions. It is likely that further changes may be required as the year progresses.
- 4.14 During the drafting of the plan it has been considered whether progress with the 2020/21 Internal Audit Plan will impact on the resources available for 2021/22. Internal Audit has reported delays to progress during 2020/21 for a variety of reasons, and the Audit Committee agreed in December 2020 to defer and remove audits from the Reserve List from the Internal Audit Plan 2020/21 agreed in May 2020. Further audits have been proposed for deferral to the 2021/22 Plan and are included in Appendix B.
- 4.15 If, nearer the end of the 2020/21 financial year, it becomes apparent that completion of the 2020/21 planned works would further impact significantly on the resource available for 2021/22, a report will be submitted to the Audit Committee making proposals to resolve any issues.

5. Council Priorities, Implications and Risk

- 5.1 The work of Internal Audit covers all of the Council's Priorities. It aims to provide assurance over the adequacy and effectiveness of the Council's framework of governance, risk management and control, which underpin the delivery of all of the Priorities.
- 5.2 The table below shows whether risks and implications apply if the recommendation is agreed.

Subject	Yes	No	N/A
Financial		x	
Staffing		x	
Equalities		x	
Fairer Scotland Duty		x	
Town Centre First		x	
Sustainability		x	
Children and Young People's Rights and Wellbeing		x	

- 5.3 An equality impact assessment is not required because the reason for this report is for Committee to discuss and comment on the Internal Audit Plan for 2021/22 and there will be no differential impact, as a result of this report, on people with protected characteristics.
- 5.4 There are no staffing or financial implications arising directly from this report.
- 5.5 The Internal Audit process considers risks involved in the areas subject to review. Any risk implications identified through the Internal Audit process are detailed in the resultant Internal Audit reports. The purpose of this report is to seek approval for the Internal Audit plan

6. Scheme of Governance

- 6.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report. Any comments made have been incorporated within the report and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 6.2 The Committee is able to discuss this item in terms of Sections G.1.1.d and G.1.4 of the List of Committee Powers in Part 2A of the Scheme of Governance as the Committee is responsible for Internal Audit matters and reviewing the activities of Internal Audit.

CHIEF INTERNAL AUDITOR

Report prepared by Colin Harvey, Chief Internal Auditor (Interim).
9 March 2020.

Appendix A

INTERNAL AUDIT PLAN 2021/22 STRATEGY AND RISK ASSESSMENT

This document details the process adopted for developing the Internal Audit plan for 2021/22. It is a requirement of the Public Sector Internal Audit Standards that the Internal Audit plan is based on a risk assessment. Many Internal Audit Sections will define the whole audit universe (all auditable Services or systems) and apply a score against each component for various criteria including the inherent risk in the system, and the quality of management and mitigating controls in place.

Whilst an audit universe has been identified, based on previous work undertaken by Internal Audit, to apply scores against various criteria is considered, by Internal Audit, to be too subjective and adds little value to the process.

In developing the plan, consideration was given to the Council's risk registers (see paragraph 4.4 of covering Committee report), the Council's Strategic Priorities, and a listing of previous audits undertaken within both Aberdeenshire and Aberdeen City Councils, and the outcome of these. Service Directors were requested to provide input to the planning process to help ensure that the right areas were targeted for review.

Prior to commencing each planned audit, Internal Audit will discuss the area with Heads of Service and other nominated officers to further develop the scope of the review. However, if areas are identified through testing that fall outwith that scope, which impact on governance, they will still be reported on.

The Council's Strategic Priorities as detailed in the Council Plan 2020 – 2022, and are:



These have been translated into 27 Council Priorities for delivery. In order to achieve these Priorities, the Council allocates its budget via the Medium Term

Financial Strategy to Service Directorates and enables service delivery through delegated authority detailed in its governance arrangements.

Underpinning the Priorities are a number of key principles. They are: right people, right places, right time; responsible finances; climate and sustainability; Community Planning Partnership Local Outcome Improvement Plans; human rights and public protection; tackling poverty and inequalities; digital infrastructure and economy.

For Internal Audit to fulfil its objective of providing assurance over the Council's control environment to those charged with governance (the Audit Committee), the internal controls put in place to protect the Council's assets have to be evaluated and tested. Taking this into account, and having considered the contents of the Council Plan and the factors that contribute to its delivery, Internal Audit considers that the main risks to the Council's control environment and achieving its Strategic Priorities and Outcomes relate to the key areas detailed in the following table.

NOTE – Internal Audit's risk assessment based on evaluation of mitigating controls in the following table is based on Internal Audit work undertaken previously. The areas of risk identified are generic in nature and are relevant to the system of control and application thereof, on which Internal Audit bases its annual opinion.

Risk:

High	There is a high probability, before mitigating controls are applied, of errors being made which would expose the Council to an unacceptable level of risk which may impact on the Council's finances and or reputation, and its ability to achieve its Strategic Priorities.
Medium	There is a risk, before mitigating controls are applied, of errors being made which would expose the Council to an element of risk which may impact on the Council's finances and or reputation, and its ability to achieve its Strategic Priorities.
Low	There is a low probability, before mitigating controls are applied, of errors being made which would expose the Council to an unacceptable level of risk which may impact on the Council's finances and or reputation, and its ability to achieve its Strategic Priorities.

Key Area	Risk	Internal Audit's Inherent Risk Assessment Before Mitigating Controls Applied	Internal Audit's Risk Assessment Based on Evaluation of Mitigating Controls
Corporate Governance	Failure to have arrangements in place that specify the overall control environment and delegated authority across the whole Council.	High	Low
	Failure to comply with the requirements of the corporate governance arrangements including Financial Regulations, the Officers Scheme of Delegation, and other Council Policies.	High	Medium (due to compliance)
Budget Setting	Failing to ensure that a sustainable budget is set which allows for delivery of a defined service including everything that will be required to deliver that service.	High	Medium (due to impact of Covid 19)
Budget Monitoring	Failing to ensure that budgets are monitored with the involvement of Service staff involved in service provision.	Medium	Low
Budget Management	Failing to ensure that budgets are used only for service provision and are not spent because they exist.	High	Low
	Failing to have outcome measures to demonstrate service provision.	Medium	Medium
	Failing to achieve Best Value / Value for Money.	High	Medium
Procurement	Failing to comply with procurement legislation.	High	Medium

Key Area	Risk	Internal Audit's Inherent Risk Assessment Before Mitigating Controls Applied	Internal Audit's Risk Assessment Based on Evaluation of Mitigating Controls
Payments	Failing to ensure that the correct suppliers are paid for services or goods supplied.	Medium	Low
	Failing to ensure that payment of statutory benefits are controlled in accordance with legislative requirements.	High	Low
Payroll	Failing to ensure that employees are paid correctly.	Medium	Medium (due to compliance)
Income	Failing to collect statutory income (Council Tax, Business Rates, Housing Rent).	High	Low
	Failing to identify and recover sundry debts due to the Council.	Medium	Medium
	Failing to control cash income received.	Medium	Low
Assets	Failing to ensure that assets are managed, recorded and protected.	Medium	Medium
Cyber Security	Failing to have adequate arrangements in place to safeguard the Council's ongoing business arrangements.	High	Medium (due to dynamic nature of risk)
Health and Safety	Failing to have adequate arrangements in place to safeguard the Council's workforce and clients.	High	Medium
Business Operations	Failing to have appropriate measures in place to ensure that services are provided in accordance with regulatory requirements.	Medium	Medium

Internal Audit Plan 2021/22

Having considered management's risk registers (see paragraph 4.4 of covering Committee report), the Council's Strategic Priorities, the listing of previous audits along with progress against the current plan and emerging issues, it has been determined that audits will be developed in the detailed Internal Audit plan to ensure that periodic assurance is provided over the following areas as detailed.

- Various aspects of procurement, payroll, and income collection will be reviewed across all Services on an annual basis.
- Various aspects of Budget Setting, Monitoring and Management will be covered across all Services on a rolling basis throughout a three-year period.
- The main IT systems of the Council (Financial Ledger, Council Tax System, Business Rates, Receivables, Housing Rents, Payroll, Payables, Housing Benefit, Care First, etc) will each be covered once every four to five years.
- Main financial systems (eg Treasury Management, Bank Reconciliations, Payment of Housing Benefits / CTR, Housing Rent Collection, Council Tax / Business Rates Billing & Collection) will each be covered once every three to four years.

Audits will be designed to audit specific key areas across Services or the Council, whilst Service or location-oriented audits will also be undertaken to test a range of key areas. In doing so, assurance will be gained as to whether controls in place are operationally effective and efficient, and whether they are being complied with. Whilst undertaking audits, Internal Audit will consider opportunities to improve systems and processes, effect change and achieve value for money.

All audits will feed into an overall evaluation of the adequacy and effectiveness of the Council's framework of governance, risk management and control.

APPENDIX B

**ABERDEENSHIRE COUNCIL
INTERNAL AUDIT PLAN 2021/22**

Cross Service Audits

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
General Data Protection Regulation	Data Protection – information management and security	To provide assurance that the Council has adequate arrangements in place, that are understood throughout the organisation, to protect the Council's information.	2018/19	Q3	GDPR compliance issues have been highlighted regularly in other audits, an overview is considered useful to address this corporately.
Climate Change	Climate change action planning and reporting	To support Economic Development in developing its approach to planning, measuring and reporting on climate change action across all Council Services.	2017/18	Q2	Rather than a repeat audit, this is an allocation of time to support Economic Development in developing controls.
Risk Management and Business Continuity Planning	Risk registers and Business Continuity Planning	To ensure the Council has adequate and up to date risk registers and business continuity plans.	2018/19	Q1	Although recently reviewed, the published registers are over a year out of date, there has been a change in Risk Management, and Covid will have implications / lessons to learn from as a 'live test'. External audit has also highlighted this as a risk area.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Attendance Management	Attendance Management Process	To obtain assurance over compliance with corporate policy and determine whether it is having a positive impact on attendance.	2017/18	Q3	Covid related pressures are likely to have impacted an attendance and the associated management thereof.
Procurement	Procurement Compliance Controls	To support the Commercial and Procurement Shared Service in developing its approach to improving compliance with procurement requirements.	2020/21	Q2	Rather than a repeat audit, this is an allocation of time to support CPSS in developing controls.
Performance Management	Performance Management Reporting	To obtain assurance that the Council has effective performance management arrangements in place, based on accurate data.	N/A	Q3	Performance management has been referenced by External Audit as an area for improvement. New council plan and supporting directorate plans are still being put in place. IA will focus on process application rather than overall reporting which will be subject to external audit review under the Best Value action plan.

Business Services

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Printing Contract	Printing Contract	To provide assurance that the contract is operating as expected and that expected financial savings are being generated.	2018/19	Q4	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
CRM System	CRM System	To provide assurance that appropriate control is being exercised over the CRM System, including access controls, contingency planning and disaster recovery, and that interfaces to and from other systems are accurate and properly controlled.	2016/17	Q2	This was agreed as part of the 2020/21 audit plan. It was deferred due to Service / covid pressures to later in the year, and it is now proposed to be deferred to 2021/22. External audit has also highlighted this as a risk area.
Cash receipting system	Cash receipting system	To consider whether appropriate control is being exercised over the system, including contingency planning and disaster recovery, data input, and that interfaces are accurate and properly controlled	2015/16	Q4	Key systems are reviewed on a cyclical basis. This system has not been subject to a recent review.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
i-Procurement System	i-Procurement System	To provide assurance that appropriate controls have been incorporated into system to ensure that robust purchasing practices are adhered to and that adequate control is exercised over the system, including contingency planning and disaster recovery.	2016/17	Q2	Key systems are reviewed on a cyclical basis. This system has not been subject to a recent review. External audit has also highlighted this as an area of interest.
Budget monitoring	Budget monitoring	To ensure appropriate arrangements are in place to support Services in managing their budgets and providing assurance to Policy Committees on their use.	2016/17	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. It was intended to include this in another review (of the ledger system and budget monitoring) in 2020/21 but developments in this area are ongoing.
Purchase cards	Purchase card administration	To ensure purchase cards and associated expenditure is adequately recorded and controlled.	2017/18	Q1	Key systems are reviewed on a cyclical basis. This system has not been subject to a recent review, and changes are being implemented in 2020.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Debt Recovery	Sundry Debt Recovery	To ensure that the procedures adopted for recovering debts are robust and efficient.	2015/16	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. External audit has also highlighted this as a risk area.
PVG Checks	PVG and Disclosure Checks	To ensure that appropriate posts within the Council have been categorised as requiring checks and that checks are undertaken prior to employees commencing work.	2012/13	Q4	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review.
IR35	IR35	To provide assurance that the Council has made appropriate arrangements to deal with the requirements of IR35 and that Services have taken required action to identify any individuals who may be subject to the requirements and are ensuring compliance.	2018/19	Q3	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
Pensions	Payroll arrangements for pensions	To ensure pension contributions and payments are adequately controlled, accurate and timely.	2017/18	Q4	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Registrars	Registrars	To provide assurance that procedures with regard to income, purchasing, payroll, inventory, etc, are satisfactory.	2016/17	Q3	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
Internet Access	Internet access policy and arrangements	To consider whether an appropriate Internet Access policy is in place, that it is complied with and adequate safeguards are in place.	2015/16	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. The recent increase in home working presents an increased risk.
Deployment of Microsoft Technology	Deployment of Microsoft Technology	To review the Council's use of Microsoft Technologies that have been deployed to ensure that the benefits are being maximised and have resulted in efficiencies.	2016/17	Q4	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. The recent increase in home working and use of these tools presents an increased risk.
Cyber Resilience	Cyber resilience and security arrangements	To ensure the Council has appropriate arrangements and infrastructure in place to mitigate cyber security risks.	N/A	Q1	Increased reliance on these systems as a result of increased home working presents an increased risk. External audit has also highlighted this as a risk area.

Education & Children's Services

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Community and Cultural Facilities	Community halls, centres, libraries, arts and museums	To provide assurance that income, expenditure and payroll are adequately controlled.	N/A (covered in previous discrete audits, most recently 2017/18)	Q3	Audits of halls, libraries and museums were agreed as part of the 2020/21 audit plan. These were included in the Reserve list, and deferred to 2021/22. A combined audit is anticipated to make best use of resources.
Primary School Visits	Selection of Primary Schools	To provide assurance that income and expenditure, budget monitoring, payroll records, inventories, compliance with off-site excursions requirements, and security of premises are adequate.	2018/19	Q4	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
Family centres and children	Purchasing for children, families and associated groups	To provide assurance that expenditure and payroll are adequately controlled.	2015/16	Q4	Key establishments / areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Education Maintenance Allowances	Education Maintenance Allowances	To consider whether appropriate control is being exercised over assessing entitlement and confirming attendance, and to assess controls over making payments.	2017/18	Q4	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review.
Catering Procurement	Catering Procurement	To review procedures for letting contracts relating to the procurement of catering supplies and services within E&CS establishments.	2017/18	Q3	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review.
Teachers' Recruitment	Teachers' Recruitment	To obtain assurance over adherence to the recruitment process, including pre-employment checks and document retention.	2016/17	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review.
1140 Hours Nursery Provision	Post Implementation Review of implementation of 1140 Hours	To provide assurance relating to 1140 hours nursery provision. To include examination of budgetary provision and allocation per setting.	N/A	Q4	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.

Infrastructure Services

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
European Agricultural Fund for Rural Development Grant Claim	European Agricultural Fund for Rural Development	Audit of grant claim to support report to The Scottish Government Rural Payments and Inspections Directorate.	2020/21	Q3	It is a condition of the grant funding that an annual internal audit takes place.
Bus Service Operators Grant	Bus Service Operators Grant	Audit of grant claims before submission for payment.	On-going	Ongoing	It is a condition of the grant funding that grant claims are audited.
Interreg Projects	HyTrEc2, Civitas Portis (if required), and G-Patra (if required)	To undertake First Level Control work as required by conditions of grant.	On-going	Ongoing	It is a condition of the grant funding that grant claims are audited.
Waste	Waste Collection and Disposal	To ensure that adequate control is being exercised over income, expenditure, stocks, payroll and budget monitorin.g	2015/16	Q3	This was agreed as part of the 2020/21 audit plan. It was deferred due to resource pressures to later in the year, and it is now proposed to be deferred to 2021/22.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Sheltered Housing	Sheltered Housing	To provide assurance that income, expenditure, inventories and tenant's records are adequately controlled.	2012/13 Deferred from 2019/20 at request of Service	Q2	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
Rent Arrears	Rent Arrears	To ensure that rent arrears processes are robust and are being complied with.	2015/16	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. External audit has also highlighted this as a risk area.
Support for Businesses	Support for Businesses	To ensure that adequate arrangements are in place for administration and distribution of business loans, grants and other discretionary support.	2015/16	Q2	This was agreed as part of the 2020/21 audit plan. It was deferred due to resource pressures to later in the year, and it is now proposed to be deferred to 2021/22. External audit has also highlighted this as a risk area.
Landscape Services	Parks and Open Spaces	To ensure that adequate control is being exercised over costs and income in respect of parks and open spaces.	2015/16	Q4	Key areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Burial Grounds	Income and Expenditure	To provide assurance that adequate control is being exercised over costs and income.	2015/16	Q3	This was agreed as part of the 2020/21 audit plan. It was included in the Reserve list, and deferred to 2021/22.
Housing Capital Contracts	Housing Capital Contracts	To provide assurance that appropriate arrangements are in place regarding the letting and monitoring of capital contracts to ensure that Value for Money is being achieved.	2015/16	Q4	This was agreed as part of the 2020/21 audit plan. It was deferred due to resource pressures to later in the year, and it is now proposed to be deferred to 2021/22.
Homeless Persons Budget	Homeless Persons Budget	To ensure that adequate control is being exercised over income and expenditure, and that best value is being obtained.	2017/18	Q3	Key areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review.
Confirm System	Confirm System	To ensure there is adequate control over the system.	2016/17	Q4	Key systems are reviewed on a cyclical basis. This system has not been subject to a recent review.

Aberdeenshire Health and Social Care Partnership

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Care Management System	Care Management System	To consider whether appropriate control is being exercised over the system.	2016/17	Q3	Key systems are reviewed on a cyclical basis. This system has not been subject to a recent review. External audit has also highlighted this as a risk area.
Residential Care	Residential Care	To ensure that adequate control is exercised over income and expenditure.	2015/16	Q1	Key areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review. External audit has also highlighted this as a risk area.
Following the public pound	Grants	To obtain assurance that grant payments during financial year 2021/22 comply with the Council's policy and procedure, including the Following the Public Pound code of practice.	2012/13	Q2	Key processes are reviewed on a cyclical basis. This process has not been subject to a recent review. The policy is being updated following a review of E&CS' controls in this area. External audit has also highlighted this as a risk area.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Client Transport	Transport arrangements for Social Care	To obtain assurance over procurement, provision and management of transport for social care needs.	2016/17	Q4	Key areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review.
Day Care Establishments	Day Care Establishments	To consider whether adequate control is exercised over income, expenditure and payroll.	2017/18	Q4	Key establishments / areas of service provision are reviewed on a cyclical basis to ensure they are operating in accordance with a range of council protocols. This has not been subject to a recent review.

Aberdeenshire Integration Joint Board

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Transformational Funding	Health and Social Care Transformation	To provide assurance that the IJB is continuing to make progress to ensure the success of its transformation agenda.	2017/18	Q3	Key processes are reviewed on a cyclical basis. This has not been subject to a recent review, and is likely to be currently under pressure / at higher risk, presenting a risk to the IJB's delivery of planned outcomes.

General

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Follow up of agreed recommendations.	Follow up of recommendations agreed in previously issued Internal Audit reports.	To provide assurance that agreed actions have been implemented. Reporting will be by way of regular updates to The Audit Committee.	On-going	Continuous	Agreed actions from audit reports are followed up with management to obtain assurance they are being implemented.
Reporting Internal Audit outputs to the Audit Committee.	Reporting Internal Audit outputs to the Audit Committee.	To provide The Audit Committee with assurance regarding the areas for which they are responsible.	On-going	Continuous	Reporting to Committee provides assurance over the Council's internal controls, governance and risk management arrangements.
Fraud Investigations	Investigations into fraud allegations	To ensure fraud is identified and appropriate action taken to recover funds where possible.	N/A	Continuous	Time has been diverted from the 2020/21 Internal Audit Plan to investigate potential fraud. An allocation of time has been set aside to follow up on this and ensure actions are concluded. If further fraud is identified, further time may have to be allocated from contingency or lower risk audit work.

Subject	Scope	Objective	Last Review	Indicative Quarter	IA Comments
Contingency	Completion of previous year's planned audits.	Completion of previous year's planned audits.	N/A	Q1	An element of time is set aside for unforeseen delays in concluding audit work.
Contingency	Investigations and additional works.	Investigations and additional works.	N/A	As Required	An element of time is set aside for ad-hoc support and advice for Services.