

Item: 3

Monitoring and Audit Committee: 16 November 2023.

Internal Audit Plan – Progress Update.

Report by Chief Internal Auditor.

1. Purpose of Report

To present an update on progress being made in completing the 2023/24 Internal Audit Plan.

2. Recommendations

The Committee is invited to scrutinise:

2.1.

Progress made to date in completing the Internal Audit Plan for 2023/24, as detailed in Appendix 1 to this report, in order to obtain assurance with regard to delivery of the plan.

3. Background

3.1.

The Internal Audit Plan assists in the direction and control of audit resources, to help ensure that attention is devoted to the critical aspects of audit work, and that work is completed in accordance with pre-determined targets.

3.2.

The Internal Audit service produces an annual plan in order to determine priorities and to establish the most cost-effective means of achieving audit objectives.

3.3.

At its meeting held on 23 March 2023, the Monitoring and Audit Committee noted that a comprehensive planning process had been undertaken by the Chief Internal Auditor for the year 2023/24. The Committee recommended that the Internal Audit Annual Strategy and Plan for 2023/24 be approved.

4. Progress to Date

The progress made to date against each item included in the approved plan, is detailed in Appendix 1 to this report. In summary, at mid-point in the year, 34% of the audits from the 2023/24 plan have been completed with a further 16% in progress.

5. Corporate Governance

This report relates to the Council complying with governance and scrutiny and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

6. Financial Implications

6.1.

There are no financial implications associated with this report.

6.2.

The budget for the Internal Audit service is contained within the Central Administration budget.

7. Legal Aspects

There are no legal implications arising from the recommendations in this report.

8. Contact Officer

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9. Appendix

Appendix 1: Internal Audit Plan Progress Report 2023/24.



Internal Audit

Audit Plan Progress Report 2023/24

Issue date: 24 October 2023

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Introduction

The Internal Audit Charter requires that we provide the Monitoring and Audit Committee with a mid-year report on progress made against the audit plan including any material changes made or proposed to the plan.

Since the Internal Audit Plan was approved at the Monitoring and Audit Committee held on 23 March 2023 there has been one additional audit which was the Islands Growth Deal. There was also additional work associated with UHI Shetland which is being done utilising the contingency allowance for the plan.

All work that was carried over from the 2022/23 financial year has been completed. Eleven audits from the 2023/24 plan have been completed, five are in progress and sixteen have yet to be started.

The table below shows the audit plan and the status of the individual audits.

The charts on page 3 give a visual representation of our position at approximately half-way through the year. The first chart shows the position for all audits in the table, including work carried over from 2022/23 and the second chart shows the position of audits from the 2023/24 plan.

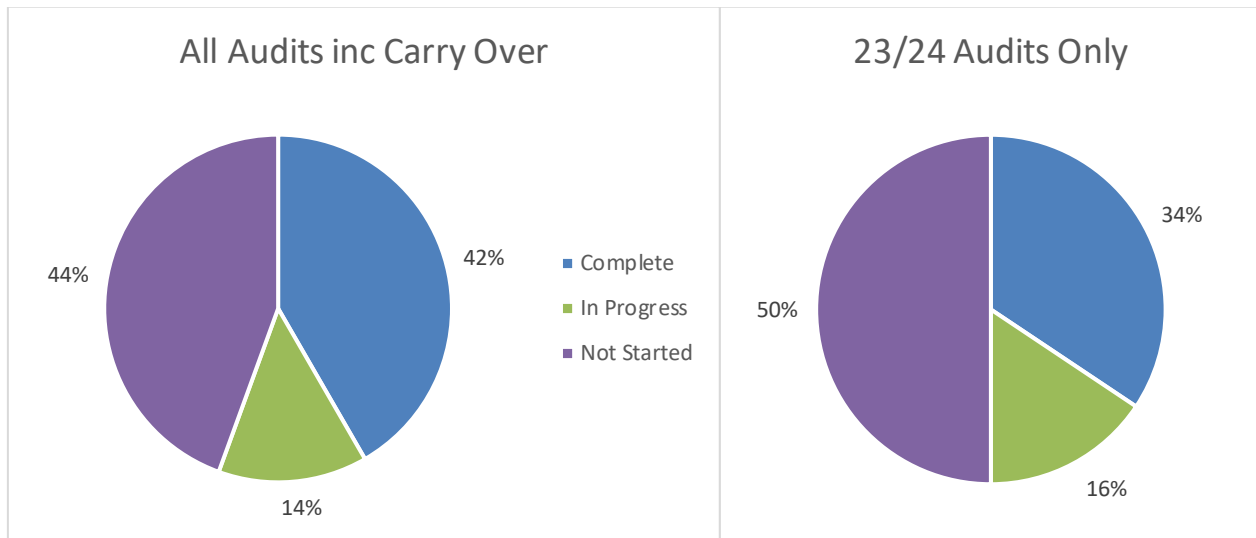
Audit Plan

System	Status of Audit
Carried Over from 2022/23	
Following the Public Pound	Complete
Pension Administration	Complete
Disaster Recovery	Complete
Housing Rents	Complete
2023/24 Plan	
Cash and Income Collection	Q4
Debtor Accounts	Q4
Creditors	Q4
School Establishment Audit KGS	In Progress
School Establishment Audit Dounby	Q4
School Establishment Audit North Walls	Complete
School Establishment Audit Eday	In Progress
Roads Operations	Q2 - Delayed

Fleet Management	Q2 - Delayed
IT Operations	Complete
Works, Inspections, Repairs and Maintenance	Q3
Equality Impact Assessments	Q3
Orkney College Archaeology Institute	Complete
Orkney College Agronomy Institute	Complete
Orkney College Institute for Northern Studies	Complete
Childcare Resource Centres	Q4
Direct Payments	In Progress
Strategic Projects	TBC
EDRMS Project	In progress
Scapa Flow Museum	Q3
Orkney College Credits	Complete
Orkney College Discretionary and Child Care Funds	Not required
Statutory Performance Indicators	Complete
Finance Performance Indicators	Not required
Stock Checks	Complete
Miscellaneous Grant Claims	In Progress
Climate Change Reporting	Complete
Performance Management	Q1 - Delayed
Contingency	
Islands Growth Deal	Complete
UHI Shetland FES Audit	Complete
IJB Chief Internal Audit Function	Ongoing
IJB Communications and Engagement	Q3
O&SVJB Chief Internal Audit Function	Ongoing
O&SVJB Council Tax	Q3
O&SVJB Non-Domestic Rates	Q3
O&SVJB Electoral Register	Q3

Audit Status

Status at 20 October 2023



Conclusion

At mid-point in the year, we are in a relatively good position. As well as completing all of the 2022/23 audits carried over, we have 11 of the 2023/24 audits complete. Work will continue with the remaining audits in the plan together with our IJB and O&SVJB commitments and any emerging issues which we will undertake as part of our contingency allowance.