

Minute

Monitoring and Audit Committee

Thursday, 4 June 2020, 10:30.

Microsoft Teams.



Present

Councillors John T Richards, David Dawson, Stephen G Clackson, Andrew Drever, Steven B Heddle and John A R Scott.

Clerk

- Hazel Flett, Senior Committees Officer.

In Attendance

- Gillian Morrison, Executive Director of Corporate Services.
- Gareth Waterson, Head of Finance.
- Gavin Mitchell, Head of Legal Services.
- Karen Greaves, Head of Executive Support (for Items 1 to 4).
- Darren Richardson, Head of Infrastructure and Strategic Projects.
- Andrew Paterson, Chief Internal Auditor.
- Anna Whelan, Strategy Manager.

Audit Scotland:

- Claire Gardiner, Senior Audit Manager.

Observing

- David Hartley, Communications Team Leader.

Declaration of Interest

- Councillor John T Richards – Item 7.3.

Chair

- Councillor John T Richards.

1. Form of Voting

The Committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

2. Local Code of Corporate Governance

Annual Assessment and Improvement Plan

After consideration of a report by the Executive Director of Corporate Services, copies of which had been circulated, the Committee:

Noted:

- 2.1.** That the Council's annual self-assessment process against the Local Code of Corporate Governance had been carried out for financial year 2019 to 2020 as part of the Council's annual review of the effectiveness of its governance framework, including the system of internal control, based on the Chartered Institute of Public Finance and Accountancy Framework.
- 2.2.** That the Senior Management Team had undertaken an evaluation of the Council's compliance with the Local Code of Corporate Governance as part of the preparation of the Annual Governance Statement, which formed part of the Statement of Accounts.
- 2.3.** The Improvement Action Plan, attached as Appendix 1 to the report by the Executive Director of Corporate Services, which addressed identified improvements with regard to the Local Code of Corporate Governance.

3. Audit Scotland

Covid-19 – What it means for public audit in Scotland

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Senior Audit Manager, Audit Scotland, the Committee:

Noted:

- 3.1.** The Audit Scotland briefing, COVID-19 – What it means for public audit in Scotland, attached as Appendix 1 to the report by the Head of Finance.
- 3.2.** That Audit Scotland was having to adapt its working practices and reprioritise activities in light of the coronavirus pandemic.
- 3.3.** That the Auditor General for Scotland and the Accounts Commission were considering extending current audit appointments by a year.

4. Audit Scotland – Management Report

After consideration of a report by the Head of Finance, copies of which had been circulated, and after hearing a report from the Senior Audit Manager, Audit Scotland, the Committee:

Noted:

- 4.1.** The summary of the key issues identified during the interim audit work carried out at Orkney Islands Council by Audit Scotland, attached as Appendix 1 to the report by the Head of Finance.

4.2. That the interim audit work included testing of key controls within financial systems to gain assurance over the processes and systems used in preparing the annual accounts.

4.3. That Audit Scotland's evaluation of the Council's key financial systems found that key controls were operating satisfactorily and consequently, Audit Scotland was able to take planned assurance for the audit of the financial statements.

5. Internal Audit Charter

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

5.1. That, in order to comply with the Public Sector Internal Audit Standards, an Internal Audit Charter, which defined the purpose, authority and responsibility of the Council's internal audit activity, required to be prepared.

5.2. That the existing Internal Audit Charter, covering the period 2018 to 2020, approved in June 2018, required updating.

The Committee resolved to **recommend to the Council:**

5.3. That the Internal Audit Charter for 2020 to 2022, attached as Appendix 1 to this Minute, be approved.

6. Internal Audit Strategy and Plan

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

6.1. That a comprehensive audit planning process had been undertaken by the Chief Internal Auditor for the year 2020 to 2021.

The Committee resolved to **recommend to the Council:**

6.2. That the Internal Audit Strategy and Plan for the year 2020 to 2021, attached as Appendix 2 to this Minute, be approved.

7. Internal Audit Reports

7.1. Council Tax

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

7.1.1. That Internal Audit had undertaken an audit of the processes and procedures governing operation of the Council Tax billing and collection system.

7.1.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to Council Tax.

The Committee resolved to **recommend to the Council**:

7.1.3. That, having reviewed the audit findings, referred to at paragraph 7.1.2 above, assurance was obtained that action had been taken or agreed where necessary.

7.2. Payroll

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

7.2.1. That Internal Audit had undertaken an audit of the processes and procedures relating to Payroll.

7.2.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to Payroll.

The Committee resolved to **recommend to the Council**:

7.2.3. That, having reviewed the audit findings, referred to at paragraph 7.2.2 above, assurance was obtained that action had been taken or agreed where necessary.

7.3. Pension Fund Investment

Councillor John T Richards declared a financial interest in this item, being a recipient of a Local Government pension, as well as contributing to a Local Government Pension Scheme, but concluded that his interest did not preclude his involvement in the discussion.

After consideration of a report by the Chief Internal Auditor, copies of which had been circulated, the Committee:

Noted:

7.3.1. That Internal Audit had undertaken an audit of the processes and procedures relating to Pension Fund Investment.

7.3.2. The findings contained in the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, relating to Pension Fund Investment.

The Committee resolved to **recommend to the Council**:

7.3.3. That, having reviewed the audit findings, referred to at paragraph 7.3.2 above, assurance was obtained that action had been taken or agreed where necessary.

8. Conclusion of Meeting

At 11:30 the Chair declared the meeting concluded.

Signed: John T Richards.



Internal Audit

Internal Audit Charter 2020 to 2022

Issue date: 5 June 2020

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Introduction

The Internal Audit Charter formally defines the purpose, authority and responsibility for the Orkney Islands Council Internal Audit Service.

The Charter is in accordance with the Public Sector Internal Audit Standards (PSIAS) and the Council's Financial Regulations 2019.

Purpose and Mission

The purpose of Orkney Islands Council (OIC) Internal Audit Service is to provide independent, objective assurance and consulting services designed to add value and improve OIC's operations. The Internal Audit Mission is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight. Internal Audit helps OIC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Standards for Professional Practice of Internal Auditing

The Internal Audit Service will be governed by adherence to the mandatory elements of the PSIAS, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the Standards, and the Definition of Internal Auditing. The Chief Internal Auditor (CIA) will report periodically to senior management (SMT) and the Monitoring and Audit Committee regarding Internal Audit's conformance to the Code of Ethics and the Standards.

Authority

The CIA will report functionally to the Monitoring and Audit Committee and administratively (i.e. line management and day-to-day operations) to the Executive Director of Corporate Services. To establish, maintain, and assure that OIC's Internal Audit Service has sufficient authority to fulfil its duties, the Monitoring and Audit Committee will:

- Approve the internal audit charter.
- Approve the risk-based internal audit strategy and plan.
- Receive communications from the CIA on internal audit's performance relative to its plan and other matters.
- Make appropriate inquiries of management and the CIA to determine whether there is inappropriate scope or resource limitations.

The CIA will have unrestricted access to, and communicate and interact directly with, the Monitoring and Audit Committee, including in private meetings without management present.

The CIA will also have unrestricted access and accountability to the Chief Executive as required.

The Financial Regulations set out the authority of Internal Audit at section 16.3, whereby the CIA or their authorised representative will have authority to:

- enter at all reasonable times on any Council premises or land;

- have access to, and remove, all records, documents and correspondence, including computer records, relating to any financial and other transactions of the Council;
- be provided with a separate log-in to any computer system within the Council and have full access to any system, personal computer or other device in the ownership of the Council;
- require and receive such explanations as are necessary concerning any matter under examination,
- require any employee or member of the Council to produce cash, stores or any other Council property under his/her control, and
- examine financial records of Council owned companies, trusts administered by the Council and other organisations funded by the Council.

Independence and Objectivity

The CIA will ensure that the Internal Audit Service remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the CIA determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Initiating or approving transactions external to the internal audit service.
- Directing the activities of any Council employee not employed by the internal audit service, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the CIA has roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The CIA will confirm to the Monitoring and Audit Committee, at least annually, the organisational independence of the internal audit service.

The CIA will disclose to the Monitoring and Audit Committee any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

Scope of Internal Audit Activities

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Monitoring and Audit Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the Council.

Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the Council's strategic objectives are appropriately identified and managed.
- The actions of the Council's employees, and contractors are in compliance with Council policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations or programmes are consistent with established goals and objectives.
- Operations or programmes are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the Council.
- Information and the means used to identify, measure, analyse, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.
- There are adequate governance arrangements in place for programmes and projects.

The CIA will report periodically to senior management and the Monitoring and Audit Committee regarding:

- The internal audit service's purpose, authority, and responsibility.
- The internal audit service's plan and performance relative to its plan.
- The internal audit service's conformance with The Code of Ethics and Standards, and action plans to address any significant conformance issues.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the Monitoring and Audit Committee.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable to the Council.

The CIA also co-ordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The internal audit service may perform consultancy and advisory services, the nature and scope of which will be agreed with the client, provided the internal audit service does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

Responsibility

The CIA has the responsibility to:

- Submit, at least annually, to senior management and the Monitoring and Audit Committee a risk-based internal audit plan for review and approval.
- Communicate to senior management and the Monitoring and Audit Committee the impact of resource limitations on the internal audit plan.
- Review and adjust the internal audit plan, as necessary, in response to changes in the Council's business, risks, operations, programmes, systems, and controls.
- Communicate to senior management and the Monitoring and Audit Committee any significant interim changes to the internal audit plan.
- Ensure each engagement of the internal audit plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programmes and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties.
- Follow up on engagement findings and corrective actions, and report periodically to senior management and the Monitoring and Audit Committee any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure the internal audit service collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the internal audit charter.
- Ensure trends and emerging issues that could impact the Council are considered and communicated to senior management and the Monitoring and Audit Committee as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to policies and procedures designed to guide the internal audit service.
- Ensure adherence to the Council's relevant policies and procedures, unless such policies and procedures conflict with the internal audit charter. Any such conflicts will be resolved or otherwise communicated to senior management and the Monitoring and Audit Committee.
- Ensure conformance of the internal audit service with the Standards.

Staffing and Training

Internal audit will be staffed with persons of appropriate qualification and experience. In compliance with the PSIAS, the CIA must hold a professional qualification, CMIIA (Chartered Member of the Institute of Internal Auditors), CCAB (Consultative Committee of Accountancy Bodies qualified accountant) or equivalent.

The CIA will ensure that training takes place to enable all staff within internal audit to carry out their work in accordance with the required standards laid down in the PSIAS and in the internal audit manual.

The training needs of individual staff will be reviewed annually with them, and all training will be recorded and assessed in a personal training record.

All professionally qualified staff are required as per the relevant professional institute to maintain their Continued Professional Development (CPD).

Upon request from the Head of Finance, appropriate specialists from services other than Finance should be made available to take part in any audit or review requiring such specialist knowledge, as per the Financial Regulation 16.4.

External Audit

The statutory role of external audit is to provide assurance on the Council's financial statements, and also to review matters such as propriety, performance and the use of resources in accordance with the principles of Best Value and value for money.

The external auditors review the Council's corporate governance arrangements including its systems of internal control. Internal audit forms an integral part of the Council's internal control framework, and therefore external audit review the internal audit arrangements regularly to ensure it is of sufficient quality and volume and complies with best practice.

The CIA and external audit representatives meet regularly and liaise each year on audit planning to ensure that effective and efficient use is made of the combined audit resource and to avoid any duplication of work.

The CIA may raise concerns directly with the external auditor.

The external auditors are provided with copies of all internal audit reports, and the working papers are available to them for examination.

Other Internal Auditors and Review Bodies

Where internal audit work with the internal auditors of another organisation, the roles and responsibilities of each party will be defined and agreed. All work undertaken will be done in compliance with the current professional standards.

Internal audit will share information and co-ordinate activities with other review bodies where possible, in order to ensure proper coverage and minimise duplication of effort. This will include mapping of assurances provided by others and determination of the extent of reliance which can be placed on their work.

Quality Assurance and Improvement

The internal audit service will maintain a quality assurance and improvement programme that covers all aspects of internal audit activity. The programme will include an evaluation of the internal audit service's conformance with the PSIAS and an evaluation of whether internal auditors apply the Code of Ethics. The programme will also assess the efficiency and effectiveness of the internal audit service and identify opportunities for improvement.

The CIA will communicate to senior management and the Monitoring and Audit Committee on the quality assurance and improvement programme, including results of internal assessments (both ongoing and periodic) and the external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the Council.



Internal Audit

Internal Audit Strategy and Plan 2020 to 2021

Issue date: 3 March 2020

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Introduction

The Public Sector Internal Audit Standards (PSIAS) set out the requirement for the Chief Internal Auditor to prepare a risk-based audit plan to determine the priorities of the internal audit activity, consistent with the organisation's goals.

The Chief Internal Auditor must review and adjust the plan, as necessary, in response to changes in the organisation's business, risks, operations and priorities.

The audit plan must incorporate or be linked to a strategic or high-level statement of how the Internal Audit Service will be delivered and developed in accordance with the Internal Audit Charter and how it links to the organisational objectives and priorities.

Internal Audit Objectives

The primary role of Internal Audit is that of an assurance function which provides an independent and objective opinion on the adequacy of the Council's control environment. Internal audit work is designed to add value and improve an organisation's operations, in particular in evaluating and improving the effectiveness of risk management, control and governance processes. In addition to the provision of assurances, Internal Audit undertakes non-assurance work including consulting services and fraud related work.

While Internal Audit contributes to the internal control environment by examining, evaluating and reporting to management on its adequacy and effectiveness, it should be noted that Executive Directors are responsible for ensuring that adequate internal control systems, both financial and non-financial, are in place and that best value is achieved.

Provision of Assurance

The audit plan is prepared on an annual basis and is continually reviewed. The plan may be adjusted as necessary in response to changes in the Council's risk profile.

The audit planning process is based on the following contributing factors.

- Consultation with Executive Directors and Heads of Service to risk assess all service areas and to identify areas of concern which would merit audit attention;
- Reviewing the Corporate Risk Register and all Service Risk Registers;
- A review of the Corporate Governance self-assessment process for 2018/19 and the Certificates of Assurance completed by each member of the Corporate Management Team;
- A review of service plan actions and service performance indicators;
- Liaison with the external auditors to co-ordinate audit work and avoid duplication of effort;
- Audit work previously undertaken, and the conclusions reached as to whether the systems examined were sound, or that there were weaknesses in the internal controls;
- Any known relevant changes in legislation and other external factors;
- Known strengths and weaknesses in the internal control system.

The audit plan details specific areas of audit which will be subject to review. Following each review, audit reports are issued in draft format, initially to provide management the opportunity to

agree the factual accuracy of the audit findings. Copies of final audit reports are passed to the Executive Director, External Audit and to any other senior officer or manager of the Council who is responsible for acting on the recommendations.

The outcomes of audit reports feed into the Internal Audit Annual Report and Assurance Statement which is presented to the Monitoring and Audit Committee.

The audit plan is prepared each year by the Chief Internal Auditor and is approved by the Council's Monitoring and Audit Committee at the start of the financial year. The plan includes sufficient flexibility to allow the Chief Internal Auditor to direct internal audit resources as required so that new local or national issues and risks can be appropriately reviewed, where considered necessary.

Whilst managing the risk of fraud and corruption is the responsibility of senior management, internal audit work is planned to consider and to minimise the risks and exposures that could allow fraud or corruption to occur.

Service Delivery

The provision of the Internal Audit Service is through an in-house internal audit team, this method of service delivery maintains a core of in-house knowledge.

Given the range and complexity of areas to be reviewed, it is important that suitable, qualified, experienced and trained individuals are appointed to internal audit positions. The PSIAS requires that the Chief Internal Auditor must hold a professional qualification such as CMIIA (Chartered Member of the Institute of Internal Auditors), CCAB (Consultative Committee of Accountancy Bodies qualified accountant) or equivalent and be suitably experienced.

The Internal Auditors must also be CMIIA or CCAB qualified accountants or equivalent with previous audit experience. The skills and knowledge of internal auditors are kept up to date through a range of in-house and specialist training courses and seminars.

Internal auditors are required to conform to the Codes of Ethics of the professional accountancy bodies of which they are members and to the Code of Ethics and standards included within the PSIAS. Internal auditors must also have regard to the Committee on Standards of Public Life's Seven Principles of Public Life.

The Internal Audit Section is an independent section and does not have any operational responsibilities. It does not 'own' any system or have any responsibility for any aspect of work subject to audit. Auditors are not assigned assurance work in areas where they have had any operational or other involvement.

Internal Audit Plan 2020 to 2021

Financial Systems

This section covers systems classified as the Council's financial systems. The audit plan is set out with the intention of covering all of these systems over a five-year period. This year we will review the following financial systems:

Housing and Council Tax Benefits.

Travel and Subsistence.

Members Expenses.

Treasury Management.

Election Expenses (December 2019 General Election).

Systems Audits

Contract Managed Services

OHAC commissions various specialist groups to provide support and care through a framework agreement. This audit will review governance processes around changes to individual care packages in place.

Carers Scotland Act Implementation

The Carers (Scotland) Act 2016 is designed to support carers' health and wellbeing and help make caring more sustainable. This audit will review the implementation of the provisions of the Carers (Scotland) Act 2016.

School Establishment Audits - Sanday Junior High School and North Walls Primary

These are reviews of the procedures followed within a school, including areas such as school administration, financial management, human resource management, school funds, risk assessments and security.

Education, Leisure and Housing Projects

Failure of a project can have a significant impact on the Council's reputation and the confidence of its stakeholders. Internal Audit can provide an independent opinion on the efficiency and effectiveness of project governance, risk management and control.

Quarry Management

The Council owned Cursiter Quarry currently supplies stone and aggregate materials for Council roads and building projects as well as the local construction industry. This audit will review the Council's policies and procedures surrounding the management and operation of the quarry to ensure that these are in line with industry best practice.

Strategic Projects

Failure of a project can have a significant impact on the Council's reputation and the confidence of its stakeholders. Internal Audit can provide an independent opinion on the efficiency and effectiveness of project governance, risk management and control.

Business Continuity

The Council maintains a business continuity management system which forms part of the corporate governance arrangements of the Council. The system maintains plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs the Council is able to continue to perform its functions. This audit will review the arrangements in place for business continuity throughout the Council.

Property Asset Management

The Scheme of Delegation to Officers was changed in 2018 giving limited authority to officers to manage land and property transactions without Asset Management Sub-committee approval. This audit will review the controls around these transactions.

The Electronic Document and Record Management System (EDRMS) Project

Failure of a project can have a significant impact on the Council's reputation and the confidence of its stakeholders. Internal Audit can provide an independent opinion on the efficiency and effectiveness of project governance, risk management and control.

Annual Audits

Orkney College – Credits Audit

Orkney College is required to provide a Further Educational Statistical (FES) return to the Scottish Funding Council (SFC) annually. The FES return details student activity data for the academic year, which is used to determine the activity which is fundable by the SFC and then to calculate the grant-in-aid allocation for the next academic year.

An audit certificate and audit report must be prepared annually for the FES return to comply with SFC requirements.

Orkney College – Discretionary and Childcare Funding

The College submits an annual return for the Discretionary Fund and Childcare Fund expenditure. This return must be checked to confirm that the information included agrees with the underlying records. Internal Audit must also provide an opinion on whether the funds have been used in accordance with the Scottish Funding Council conditions of grant.

LEADER

The LEADER programme is part of the Scottish Rural Development Programme and is primarily aimed at promoting economic and community development within rural areas. Orkney was awarded £2.5 million for LEADER funding for the period 2014-2020. The scheme opened for applications from Spring 2016, the audit will review procedures followed to date. The audit is completed in accordance with the scheme guidelines.

Statutory Performance Indicators

This audit involves checking the systems from which information is produced for a sample of indicators, to assess the reliability of the data included. An analytical review of all indicators is also performed.

Finance Performance Indicators

This includes gathering, reviewing and submitting the performance measures for finance services to the Chartered Institute of Public Finance and Accountancy.

Stock Checks

Each year, as part of the financial year end procedures, stock takes are carried out to confirm that stocks have been correctly counted and recorded for the financial year end. This includes stock takes carried out at the Hatston depot, the Marine Services' store and The Orkney Museum.

Cash, asset and security spot checks

Checks shall be carried out on cash handling, inventories or security arrangements for buildings, as required.

Miscellaneous Grant Claims

Audit work includes the checking and certification of grant claims as required by grant agreements.

Corporate Reviews

Contract Management

Good Contract Management ensures that the Council maximises savings and quality of service, while ensuring that all parties involved in the contract fully understand their obligations and responsibilities and fulfil them as efficiently and effectively as possible.

Once a contract commences it is important that there is a robust basis on which to monitor the performance of the contract. This review will look at the methods employed to monitor contract performance.

IT Audit

The risk of poor information systems, security and back up arrangements leads to the possibility of fraud, error, non-compliance with the General Data Protection Regulation (GDPR) and security breaches. The focus of this audit will be confirmed closer to the time of the review.

Follow up of Audit Actions

Performance Management and Risk Software (Aspireview) is used to track the implementation of agreed internal audit recommendations. The progress on implementing agreed actions will be checked via this system on a three-monthly basis and actions assessed as not complete and overdue are reported to the Corporate Management Team.

The Internal Audit Section will review the assessments provided by responsible officers and where any recommendations have been marked as complete, will complete checks to confirm the

assessments. Where it is confirmed that actions have been completed, the recommendations will be archived on the system.

Contingency Allocation

A contingency allowance has been included for any unplanned audit work required during the year.

Integration Joint Board

The role of IJB Chief Internal Auditor for 2019/20 and 2020/21 is being fulfilled by the NHS Chief Internal Auditor.

OIC Internal Audit Section will provide internal auditors to support the completion of the IJB internal audit plan.