

APPENDIX B – ANNUAL PLAN 2016/17

Shadow Finance and Audit Committee – 23 March 2016

Internal Audit Strategy 2016/17 – 2018/19

Finance and Audit Committee – 6 July 2016		Audit visit scheduled – 24 April 2016	
Visit 1 Audits	Plan Days	Client Contact	Comments
1. Risk Management & Business Continuity	5	Head of Exec & Democratic Services – Jill McCrae	Forward looking assurance
2. ICT Migration	5	Head of ICT – Chris Donaldson	Initial review and timetabling
3. Procurement	5	Procurement Manager - Clare McCallum	Forward looking assurance
4. Workforce Planning	5	Head of HR – Jane Staffiere	Initial review and timetabling
5. Information Governance Management	5	Head of Information and Comms – Vikki Shearing	Forward looking assurance
Total	30		

Finance and Audit Committee – 21 September 2016		Audit visit scheduled – 8 August 2016	
Visit 2 Audits	Plan Days	Client Contact	Comments
6. Fixed assets and inventories	5	Head of Assets – Pete Barrow	
7. Corporate Governance	5	Head of Exec & Democratic Services – Jill McCrae	
8. Information Management System Migration	5	Head of Strategic Planning – Bob Ford	
Follow up	1		
Management	2		
Total	18		

Finance and Audit Committee – November (TBC)		Audit visit scheduled TBC	
Visit 3 Audits	Plan Days	Client Contact	Comments
8. Health & Safety Migration	5	Senior H&S Advisor – John Lincoln	Forward looking assurance
9. Absence management	4	Head of HR – Jane Staffiere	Forward looking assurance
10. Complaints, whistleblowing, anti-fraud and corruption, bribery	3	Head of Information and Comms – Vikki Shearing	
Management	1		
Total	13		

Finance and Audit Committee – 6 April 2017		Audit visit scheduled – TBC	
Visit 4 Audits	Plan Days	Client Contact	Comments
10. Key Financial controls	15	Head of Financial Services - Ian Cotter	
11. Cultural Alignment & Development	10	Head of People Development - TBC	Forward looking assurance
Follow up	2		
Management	2		
Total	29		

Finance and Audit Committee – 2017/18

Internal Audit Annual Report 2016/17 – July 2017 Committee

Internal Audit Strategy 2017/18 – 2019/20 - March 2017 Committee

TOTAL AUDIT DAYS 2016/17	90
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