DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

Item 05

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MEETING	Finance, Governance & Audit Committee
DATE OF MEETING	22nd March 2017
SUBJECT OF THE REPORT	Internal audit annual audit programme 2017/18
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For consideration and approval
EXECUTIVE SUMMARY	At the inaugural meeting of the Fire Authority on the 1st April 2017 Members approved the Internal Audit Strategy for 2016/17 – 2018/19.
	During 2016/17, the progress of Internal Audit was presented to the Finance and Audit Committee (now titled the Finance, Governance and Audit Committee) at each of their quarterly meetings.
	The terms of reference of the Finance and Audit Committee include the approval of the internal audit. The draft audit programme is aligned to the approved Internal Audit Strategy for 2016/17-2018/19.
RISK ASSESSMENT	Failure to approve an annual audit programme could undermine the governance arrangements by the Authority.
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report
BUDGET IMPLICATIONS	Budget provisions have been identified and included in establishing the 2017/18 budget to undertake the work identified in the plans.
RECOMMENDATIONS	Members are asked to:
	1. Approve the Annual Audit Plan 2017/18 (Appendix B)
BACKGROUND PAPERS	Internal Audit Strategy 2016/17 – 2018/19 – Gateway Assure Ltd
APPENDICES	Appendix A – Internal Audit Strategy 2017/18 – 2019/20

	Appendix B – Annual Audit Plan 2017/18
REPORT ORIGINATOR AND CONTACT	Name: Phil Chow, Finance Director and Treasurer Email: phil.chow@dwfire.org.uk Telephone No:

Internal Audit

2017/18 – 2019/20

Dorset and Wiltshire Fire and Rescue Authority

Client Focused

Providing Guidance

Driving Forward

Clear Assurance
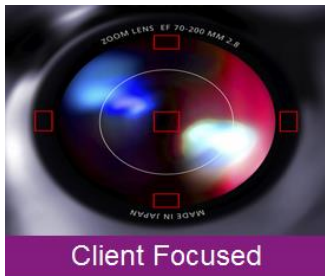
APPENDIX A – INTERNAL AUDIT STRATEGY 2017/18 – 2019/20

Audit	Description	IA Risk Appraisal	Allocation of Resource		
			2017/18	2018/19	2019/20
Governance					
Strategic Planning	Production, monitoring and management of corporate strategic plans and alignment of departmental plans to ensure the co-ordinated achievement of objectives	High	6		
Risk Management & Business Continuity	Review of the Risk Management and Business Continuity Frameworks; Forwards looking review of risk management and business continuity arrangements and the approach to embedding arrangements.. To inform Head of Internal Audit Annual Opinion regarding integrated assurance.	High			✓
Corporate Governance	Ensuring there is an adequate framework of controls with regard to the Authority, and the way it discharges its responsibilities, committees, delegated authorities, planning, and accountability. To inform Head of Internal Audit Annual Opinion.	High			✓
Performance Management	Review of controls exercised over KPI data collection, analysis and reporting arrangements to provide assurance over information relied upon by and reported to and by the Authority.	High		✓	
Cultural Alignment & Development	Review of forward looking cultural alignment and Development programme	High			✓
Support systems					
Key Financial	Annual review of key financial controls to ensure the accuracy of	Medium			

Audit	Description	IA Risk Appraisal	Allocation of Resource		
			2017/18	2018/19	2019/20
Controls	management information upon which decisions are based. Cyclical review of specific financial systems- areas include: • Budgetary Control (suggested focus area for 2017/18) • General Ledger • Payroll & Expenses • Procurement • Creditors • Bank • Income & Debtors • Treasury / Investments • Fixed Assets and inventories		15	✓	✓
Business Case management	Review of processes for submission, prioritisation and approval of significant resource investments	High	8		
Human Resources	Reviews to ensure that appropriate key policies, procedures and controls operate over workforce planning , recruitment, retention training and development of staff to achieve corporate objectives. Scope to be agreed with management on a cyclical basis. Review of strategic workforce planning, longer term workforce planning & resourcing for 2017/18.	Medium	8	✓	✓
Absence Management	Review of procedures for recording, monitoring and management of absence	Medium			✓
Secondary Employment	Review of processes for the management of secondary employment	Medium		✓	
Health & Safety	Strategic management arrangements in place to ensure compliance and monitoring of health and safety throughout the Authority.	High			✓
ICT Migration and Information	Review of and involvement with project plans to migrate data to a single system basis (Corporately and departmentaly)	High	10	✓	✓

Audit	Description	IA Risk Appraisal	Allocation of Resource		
			2017/18	2018/19	2019/20
Management Systems	Review of and involvement with project plans to migrate data to a single system basis. HR MIS and Pinpoint as a focus for departmental system integration 2017/18				
Information Governance - Health Check	Health Check - regarding data handing, management and governance of data risks following merger. Supported by further consideration of data security within aligned audit areas. Note new EU General Data Protection Regulation (GDPR) expected enforcement from 2016.	High			✓
ICT Health Check	High level IT health check review focusing on key controls.	High	8		
Complaints and Whistleblowing, anti-fraud, bribery	Review of procedures to ensure compliance with policy and best practice	High			✓
Communications	Review of processes used to promote effective communication to stakeholders internal and external to the DWFRS	High	10		
Operational systems					
Departmental / Operational Reviews	Review of management arrangements exercised over departmental / operational activities to ensure attainment of objectives, budgets and the delivery of effective services. Areas for review to be discussed with management on an annual basis	High			
Fuel stock	Review of purchasing, control and use of fuel stocks	Medium		✓	
Fleet utilisation	Review of systems for management and monitoring of fleet usage, including maintenance scheduling and costs	High		✓	
On call systems	Review of arrangements for use of 'on-call' provision	Medium		✓	
Equipment stores	Review of systems for management of stores	Medium		✓	

Audit	Description	IA Risk Appraisal	Allocation of Resource		
			2017/18	2018/19	2019/20
Station reviews	Review of compliance	Low			✓
Management of the internal Audit Service					
Follow Up	Review to provide assurance over the implementation of previously accepted audit recommendations.		5	✓	✓
Management	Quality management, attendance at progress meetings, compilation and update of the Internal Audit Strategy, Internal Audit Annual Report and attendance at Finance and Audit Committee meetings.		10	✓	✓
Total			**80**	**70**	**70**

APPENDIX B – ANNUAL AUDIT PLAN 2017/18

Finance and Audit Committee – 22 March 2017
Internal Audit Strategy 2017/18 – 2019/20

Finance and Audit Committee – 7July 2017
Internal Audit Annual Report 2016/17

Finance and Audit Committee – 7 July 2017		Audit visit scheduled – 8 May 2017	
Visit 1 Audits	**Plan Days**	**Client Contact**	**Comments**
1. Communications	10	Vikki Shearing	
Follow up	3		
Management	3		
Total	**16**		

Finance and Audit Committee – 29 September 2017		Audit visit scheduled – 17 July 2017	
Visit 2 Audits	**Plan Days**	**Client Contact**	**Comments**
2 Information Management Systems	10	Bob Ford/Jane Staffiere	Consider whether this should contain two elements Q2 review and Q4 further follow up
3 ICT Health Check	8	Chris Donaldson	
Management	2		
Total	**20**		

Finance and Audit Committee – 15 December 2017		Audit visit scheduled - 23 October 2017	
Visit 3 Audits	**Plan Days**	**Client Contact**	**Comments**
4 Business Case Management	8	Bob Ford	
5 Strategic Workforce Planning	8	Jane Staffiere	
Management	2		

Total	18		

Finance and Audit Committee – 28 March 2018		Audit visit scheduled – 29 January 2017	
Visit 4 Audits	**Plan Days**	**Client Contact**	**Comments**
6 Strategic Planning	6	Bob Ford	
7 Key Financial Controls	15	Ian Cotter	
Follow up	2		
Management	3		
Total	**26**		

Finance and Audit Committee – 28 March 2018
Internal Audit Strategy 2018/19 – 2020/21

Finance and Audit Committee – July 2018
Internal Audit Annual Report 2017/18

TOTAL AUDIT DAYS 2017/18	80