

Appendix 1b: Internal Audit Plan 2016/17

Company activity and focus of audit work	Fraud risk	Status as at 5th May 2017
Managing the Business		
Aim: Provide Excellent Services		
<i>Implementing Action Plans</i>		
Risk Management The identification of risks, controls and assurance within service plans at company and service level.	No	Report issued February 2017.
<i>Implementing Action Plans</i>		
Managing Service Level Agreements The confirmation that actions agreed have been effectively implemented and embedded into the day to day operation of the service. <i>Original report issued May 2015</i>	No	Report issued October 2016.
Managing Service Delivery Risks		
Aim: Deliver Value to the Council		
<i>Implementing Action Plans</i>		
Letting of the Contract for Heating Upgrade Works The arrangements for ensuring compliance with EU procurement rules and good practice.	Yes	Report being finalised with client.
<i>Implementing Action Plans</i>		
Aim: Empower Residents and Staff		
<i>Implementing Action Plans</i>		
Careline The confirmation that actions agreed have been effectively implemented and embedded into the day to day operation of the service. <i>Original report issued January 2016</i>	Yes	Report issued October 2016.

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Company activity and focus of audit work	Fraud risk	Status as at 5th May 2017
Aim: Manage High Quality Homes		
<p>Contract Management, Gas Servicing</p> <p>The arrangement for ensuring the Gas Servicing Contract is being delivered properly, in compliance with the specified performance and quality standards, at the correct cost / price.</p>	Yes	Report being finalised with client.
<p>Health and Safety</p> <p>The arrangements for managing health and safety risks associated with the housing stock.</p>	Yes	Report being discussed with the client.
<p>Responsive Repairs Contract Management</p> <p>The arrangements for:</p> <ul style="list-style-type: none"> • notifying the contractor of responsive repairs work • ensuring that the Responsive Repairs Contract is being delivered properly in compliance with the specified performance and quality standards, at the correct cost / price. 	Yes	Report issued February 2017.
Aim: Provide Excellent Services		
<p>Reporting to Management on Contract Delivery</p> <p>The arrangements which give senior management assurance that contract delivery is being properly monitored.</p>	No	Work in progress.
<p>Right to Buy</p> <p>The arrangements for ensuring Right to Buy applications are correctly assessed.</p>	Yes	Report issued October 2016.
<p>Housing Rents</p> <p>The setting and amendment during the year, of rent due from tenants.</p>	Yes	Report issued May 2017.
<p>Accounts Receivable</p> <p>The design and operation of the significant / key aspects of the process.</p>	Yes	Report issued May 2017.

Managing Delivery of the Audit Plan

	Audit Planning, Resourcing		
	Managing Contractor Work		
	Reporting to Audit Committee		

Added Value Audit Committee Support

- Work with the company to produce Audit Committee Performance Assessment and Annual Report
- Provide targeted training sessions for the Audit Committee where relevant.