

**INTERNAL AUDIT SERVICES
AUDIT PLAN 2013/14**

AUDIT ACTIVITY	LAST AUDITED	PRIORITY	13/14	Opinion / provisional timing / status	Status of action plan
CORPORATE ARRANGEMENTS AND ASSURANCE FRAMEWORK					
Verification of Managers' Assurance Statements to support Statement on Internal Control and Annual Governance Statement	Annual	N/A	10	The statements could be relied on	
Assurance Framework re Business Management Systems and Governance Arrangements Focus in 2013/14 is Ethical Governance	Annual	N/A	10	Jun-14	
Financial Planning and Management	2010/11	High	10	Good	
KEY FINANCIAL SYSTEMS					
In House Systems					
Accounts Payable (creditors)	2011/12	High	10	Good	Not yet due
Treasury Management	2011/12	High	5	Good	Not yet due
Housing Rents	Annual	N/A	10	Good	Not yet due
General Ledger	N/A	Medium	5	Good	Not yet due
Systems Shared With Southend Council (SEH Transactions Included In Testing)					
Income Receipting and Banking	Annual	High	0	Good	Not yet due
Payroll	Annual	High	0	Improvement Required	Not yet due
RISK BASED REVIEWS					
Towards Excellence Objective: Ensure fair and equal access to excellent services for all residents and business customers					
Income Management (incl. Right to Buy / Leaseholder Management) 2013/14 focus is on collection arrangements following welfare reform changes	2011/12	Medium	5	Good	Not yet due
IT services and applications 2013/14 focus is inclusion of SEH administered housing rent processes in the computer aided audit testing project	2010/11	Medium	0	No anomalies from data initial analysis Programme of future work developed	N/A
Service Improvement incl. Resident Involvement, Equalities and Diversity and Employee Engagement 2013/14 focus is employee engagement	N/A	Medium	8	Draft report with officers	Not yet due
Toward Excellence Objective: Bring all homes to Decent Homes standard by 2013 and ensure maintenance meets residents' expectations					
Procurement and Managing Contracts 2013/14 focus is the letting of the gas servicing contract under the new Public Services (Social Value) Act 2012 requirements	2012/13	High	5	Good	Not yet due
Towards Excellence Objective: Contribute to meeting local housing need and increasing supply of affordable housing locally					
Provision of Affordable Homes / Asset Management and Investment 2013/14 focus is Programme Delivery and Contract Compliance	2010/11	High	8	Testing completed, draft report being produced	N/A
Towards Excellence Objective: Further develop our contribution to local neighbourhoods to improve residents' quality of life					
Neighbourhood Services (incl. Tenancy Management / ASB Management / Estate Management and Grounds Maintenance) 2013/14 focus is on Estate Management	2010/11	Medium	8	Adequate	Not yet due
Towards Excellence Objective: Promote environmental sustainability and minimise negative environmental impact					
Arrangements to promote environmental sustainability and minimise the negative impact on the climate	N/A	Medium	5	Adequate	Not yet due
Other Chargeable Time					
Recommendation follow up	Each Qtr		10	Each quarter July, October 2013, Jan 2014 and April 2014 complete	N/A
Planning	N/A		3	January meeting	
Audit Committee	N/A		5	Each quarter	
Total Chargeable Audit Days			117		

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Other Value Adding Work At No Charge To Company					
Produce / Help Maintain Company's Governance Framework					No work done in this are during 2013/14
Produce Audit Committee Work Plan, Self Assessment and Annual Report					New CIPFA guidance has been issued. The HoJA has produced an assessment against this and an annual report for the Audit Committee to consider at it May 2014 meeting.
Support the Maintenance of the Anti-Fraud and Corruption Arrangements (activities to be agreed)					Company data included in the data mining exercise being undertaken by BDO and the continuous auditing project being developed by the Council re housing rents.
Provide Targeted Training Sessions for the Audit Committee where relevant					None required during 2013/14
Total Time on Other Adding Value Work			10		
Total Number of Days of Complete Service			127		