

## Appendix 1

### Chesterfield Borough Council Internal Audit Plan

Not completed

Priority		2020/21 Days	2021/22	2022/23 Draft Days	Risk Factor / Corporate Risk link
	<b>Main Financial Systems</b>				
H/M	Main Accounting and Budgetary Control / MTFP	0	12	12	The Council's accounts cannot be produced/ reputational damage / possible lack of control over spending (Corporate Risk 1)
H/M	CIPFA Financial Management Code of Practice	10	0	0	Lack of financial resilience/ sustainability (Corporate Risk 1)
H/M	Payroll / return of Arvato and Kier	20	30	0	Staff are paid incorrectly/ ghost employees created / end of PPP (Corporate Risk 11)
H/M	Creditor Payments (Accounts Payable)	25	25	25	Duplicate/ fraudulent payments/reputational
H/M	Debtors (Accounts Receivable)	0	15	0	Loss of income
H/M	Treasury Management – Loans and investments	0	15	0	Poor investment decisions / fraud
H/M	Gov Grants – Business / household	0	15	15	Fraud / error
H/M	Cash and Banking	15	0	18	Loss of income / theft
H/M	Council Tax	15	0	20	Loss of income / fraud
H/M	Non Domestic Rates	0	20	0	Loss of income / fraud
H	Housing / Council Tax Benefits	20	21	20	Reputation damage / fraud
H/M	Housing Rents	20	20	20	Loss of income / Fraud

Priority		2020/21 Days	2021/22	2022/23 Draft Days	Risk Factor / Corporate Risk link
H/M	HRA Business Plan	0	5	5	Risk that planning doesn't take into account all considerations / scenarios (Corporate Risk 13)
H/M	Housing Repairs – Capital	0	0	0	Reputational damage / poor workmanship
H/M	Housing Repairs – Revenue	20	20	20	Reputational damage / poor workmanship
	<b>Total</b>	<b>145</b>	<b>198</b>	<b>155</b>	
	<b>Other Operational Audits</b>				
N/A	Brimington Parish Council	5	5	5	Accounts may be incorrect
L	Bulky Waste	0	0	6	Loss of income
H/M	Car Parks Income	0	0	25	Income loss, theft
L	Car Allowances / subsistence	0	0	10	Fraud
M	Choice Based Lettings	10	0	0	Loss of income, reputational damage
M	Committee Report Process	10	0	0	Lack of transparency, reputation
L	Community Safety	10	0	0	Public Safety
M	Contract final accounts	5	5	3	Poor contract management, fraud
H/M	Data Protection inc PCI Compliance	0	0	12	Reputational damage, financial penalties (Corporate Risk 9)
H	Various Grants sign off	0	5	5	Fraud
M	Healthy Living Centre	15	15	0	Loss of income, theft
M	Homelessness	0	0	12	Reputational Damage
M	Joint Crematorium	12	12	12	Reputational damage
M	Markets	12	12	0	Loss of income, theft
L	Members Allowances / Civic Expenses	0	0	10	Fraud

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M	Planning Fees	0	12	0	Loss of income
N/A	PPP Client Monitoring Procedures	5	0	0	Poor contract management (Corporate Risk 11)
M	Private Sector Housing Grants	0	0	10	Fraud
H/M	Property Compliance Audit (Gas Servicing)	0	15	0	Health and safety risk (Corporate Risk 6)
M	Property Rents	0	0	12	Loss of Income / fraud
H	Property Repairs – non housing	12	12	0	Assets not fit for purpose, no budget to repair (Corporate Risk 15)
M	Queens Park Sports Centre	20	20	0	Loss of income, theft
L	Rechargeable Repairs / leaseholders	10	0	0	Loss of income
H/M	Refuse Collection – Domestic	10	10	12	Reputational damage
M	Sale of Council Houses (Right to Buy)	10	0	0	Fraud
M	Section 106/CIL Follow up	12	0	0	Income Loss, fraud, failure to provide projects
L	Stores	10	0	0	Poor stock control – fraud, inefficiencies
M	Taxi Licences	12	0	10	Loss of income, safeguarding issues (Corporate Risk 14)
M	VAT	8	0	0	Heavy fines
H/M	Venues	0	0	20	Loss of income, theft
	<b>Total</b>	<b>188</b>	<b>123</b>	<b>164</b>	
	<b>Computer and IT Related</b>				<b>Risk Factor</b>
H	Cyber risks/Network Security	15	0	15	Attack on Council's network (Corporate Risk 8)

Priority		2020/21 Days	2021/22	2022/23 Draft Days	Risk Factor / Corporate Risk link
L	Inventory / disposal of equipment	10	0	0	Lack of data security, theft
H	IT Improvement / transformation Programme	0	12	12	IT failure (Corporate Risk 2 & 4)
L	Members IT equipment / phones	0	10	0	Data breaches, loss of equipment
H	New system review / system upgrades	5	10	10	Failure to test properly before implementation/ data protection
	<b>Total</b>	<b>30</b>	<b>32</b>	<b>37</b>	
	<b>Cross Cutting Issues</b>				
H	Corporate Governance and Annual Governance Statement	18	20	14	Poor Governance, reputational damage
M	Business Continuity Planning	12	15	0	Failure to provide services, reputational damage (Corporate Risk 5)
M	Climate Change	5	0	0	Reputation, failure to implement action plan
M	Ethical Governance	12	0	0	Reputation, lack of transparency
H	Financial Advice / Working Groups/Transformation Projects	25	25	25	Appropriate controls not in place (Corporate Risk 2)
H/M	Health & Safety	0	0	12	Risk of injury or death, reputational damage (Corporate Risk 6)
M	Performance Management, Corporate Targets	0	12	0	Poor Governance
H	Procurement	0	0	15	Fraud, poor value for money, non-compliance with OJEU (Corporate Risk 10)
H	Projects/Project management e.g. economic development,	20	20	30	Reputation, Value for Money (Corporate risk 2)

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H/M	Risk Management	0	5	8	Failure to identify and mitigate risks
H/M	Safeguarding	12	0	0	Reputational damage, safety of vulnerable children and adults (Corporate Risk 14)
M	Sickness Absence / Wellbeing	0	0	12	High sickness levels / poor motivation
	<b>Total</b>	<b>104</b>	<b>97</b>	<b>116</b>	
	<b>Fraud and Corruption</b>				
	Anti-Fraud, Bribery and Corruption Strategy	3	0	3	Fraud, poor culture
	National Fraud Initiative	0	5	5	Fraud
	<b>Total</b>	<b>3</b>	<b>5</b>	<b>8</b>	
	<b>Location / Regularity</b>				
	Petty Cash	5	0	0	Theft
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
	Special Investigations/Contingency/emerging risks/ Test schedule updates	40	60	35	Theft, fraud, reputation, health & safety (Corporate risk 17)
	Apprenticeship / training	30	30	30	Technical competence
	Audit Committee / Client Officer Liaison	15	15	15	Non- compliance with PSIAS
	<b>Planned Total Days</b>	<b>560</b>	<b>560</b>	<b>560</b>	

## **Reserve Areas for 2022/23**

Leaseholders

Rechargeable Repairs

Innovation Centres

Sales of Land and Property

NNDR

Social Media

Bonus Scheme