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# **Southern Internal Audit Partnership**

Assurance through excellence  
and innovation

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## **GUILDFORD BOROUGH COUNCIL INTERNAL AUDIT PLAN 2024-25**

**Prepared by: Iona Bond, Assistant Head of Partnership**

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## Introduction

The role of internal audit is that of an:

*'Independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes'.*

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisation's objectives.

The aim of internal audit's work programme is to provide independent and objective assurance to management, in relation to the business activities; systems or processes under review that:

- the framework of internal control, risk management and governance is appropriate and operating effectively; and
- risk to the achievement of the Council's objectives is identified, assessed and managed to a defined acceptable level.

The internal audit plan provides the mechanism through which the Chief Internal Auditor can ensure most appropriate use of Internal Audit resources to provide a clear statement of assurance on risk management, internal control and governance arrangements.

Internal Audit focus should be proportionate and appropriately aligned. The plan will remain fluid and subject to on-going review and amendment, in consultation with the relevant stakeholders to ensure it continues to reflect the needs of the Council. Amendments to the plan will be identified through the Southern Internal Audit Partnership's continued contact and liaison with those responsible for the governance of the Council.

## Your Internal Audit Team

Your internal audit service is provided by the Southern Internal Audit Partnership. The strategic lead will be Iona Bond, Assistant Head of Partnership, supported by Jade Lakeland, Audit Manager.

## Conformance with Internal Auditing Standards

The Southern Internal Audit Partnership service is designed to conform to the Public Sector Internal Audit Standards (PSIAS). Under the PSIAS there is a requirement for audit services to have an external quality assessment every five years. In September 2020 the Institute of Internal Auditors were commissioned to complete an external quality assessment of the Southern Internal Audit Partnership against the PSIAS, Local Government Application Note and the International Professional Practices Framework.

In selecting the Institute of Internal Auditors (IIA) a conscious effort was taken to ensure the external assessment was undertaken by the most credible source. As the authors of the Standards and the leading Internal Audit authority nationally and internationally the IIA were excellently positioned to undertake the external assessment.

In considering all sources of evidence the external assessment team concluded:

*'The mandatory elements of the IPPF include the Definition of Internal Auditing, Code of Ethics, Core Principles and International Standards. There are 64 fundamental principles to achieve with 118 points of recommended practice. We assess against the principles. It is our view that the Southern Internal Audit Partnership conforms to all 64 of these principles.'*

*'We have also reviewed SIAP conformance with the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN). We are pleased to report that SIAP conform with all relevant, associated elements.'*

## Conflicts of Interest

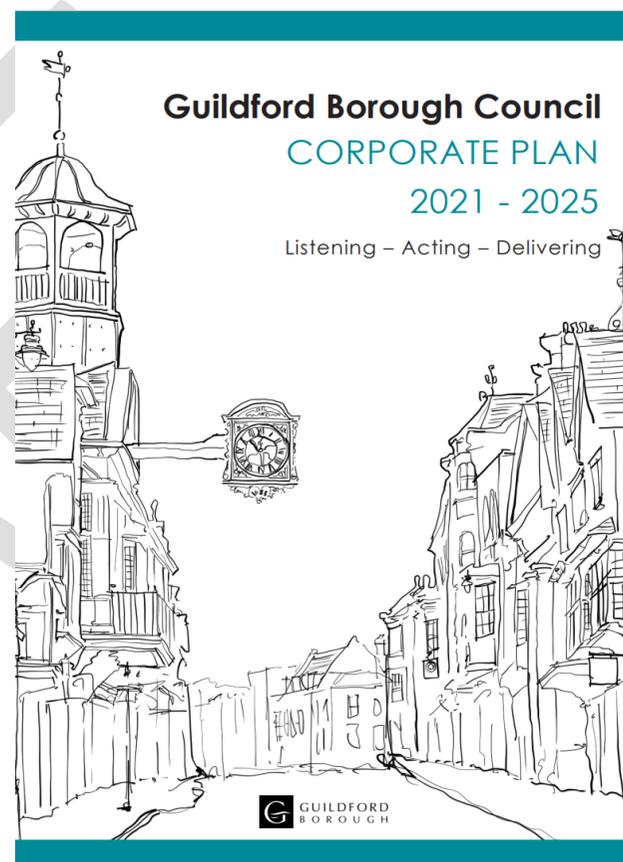
We are not aware of any relationships that may affect the independence and objectivity of the team which are required to be disclosed under internal auditing standards.

## Guildford Borough Council – Corporate Priorities 2021 – 2025

Guildford Borough Council have set their Corporate Plan for 2021 to 2025 which sets out their priorities for the next four years:

- **Homes and Jobs – Residents having access to the homes and jobs they need**
- **Environment – Protecting the environment**
- **Community – Empowering communities and supporting people who need help**

These three key priorities are underpinned by a range of 21 objectives, projects, and initiatives.



## Council Risk

The corporate risks assessed by the Council are a key focus of our planning for the year to ensure it meets the organisation's assurance needs and contributes to the achievement of their objectives (those of a high and medium risk highlighted below).

Risk Number	Title	Net Risk Score
CR14	The Council experiences increased costs.	24
CR15	Financial fraud is committed by a resident, contractor or service user.	24
CR9	Capital programmes and projects experience issues that affect time, quality or budget.	20
CR25	Management and governance processes in place are not fully utilised for all programmes and projects.	16
CR26	There is a lack of decision making in relation to service delivery in response to the current economic climate and financial challenges.	16
CR21	The Council fails to meet its target of becoming net carbon zero by 2030 for the Council's own operations in Scope 1 & 2.	15
CR30	The current IT model and level of resource is not sufficient or viable for the level of change happening in the organisation.	15
CR6	The Council is unable to recruit and retain staff, including as a result of the Guildford/Waverley collaboration.	12
CR24	The Council does not achieve the most efficiency and value of key IT systems for example Business World, Salesforce modules.	12
CR28	The Council does not spend sufficient RTB receipts.	12
CR31	Procurement processes are not being adhered to across the Council.	12
CR7	External events cause major emergencies and incidents in the borough (such as flooding, fire, terrorism, climate change, pandemic/new variant of Covid-19).	9
CR11	The Council will be unable to achieve its ambitions in certain areas as a result of being unable to access certain funding, for example for infrastructure from LEP, Homes England etc.	9
CR12	The Council will be unable to make the savings required to close the budget gap.	9
CR1	A member of staff or a Council contractor is involved in an incident or accident at work.	8
CR2	The public is involved in an incident or accident relating to the Council's work or services carried out by a contractor or partner delivered on the Council's behalf, including the Freedom Leisure and Glive contracts.	8
CR3	Vulnerable adults and children are not properly safeguarded.	8
CR13	The Council experiences loss of income from local income streams e.g., fees and charges / council tax / property rents etc.	8
CR16	The Council experiences a major data breach.	8
CR22	A member of the public suffers injury or loss of life at a Council property or premises.	8
CR8	The Guildford/Waverley collaboration does not meet its objectives.	6
CR27	The operating case model isn't applied consistently and effectively across services.	6
CR17	The Council experiences a minor data breach.	4

We will monitor the corporate risk register closely over the course of the year to ensure our plan remains agile to the rapidly changing landscape

## Developing the Internal Audit Plan 2024/25

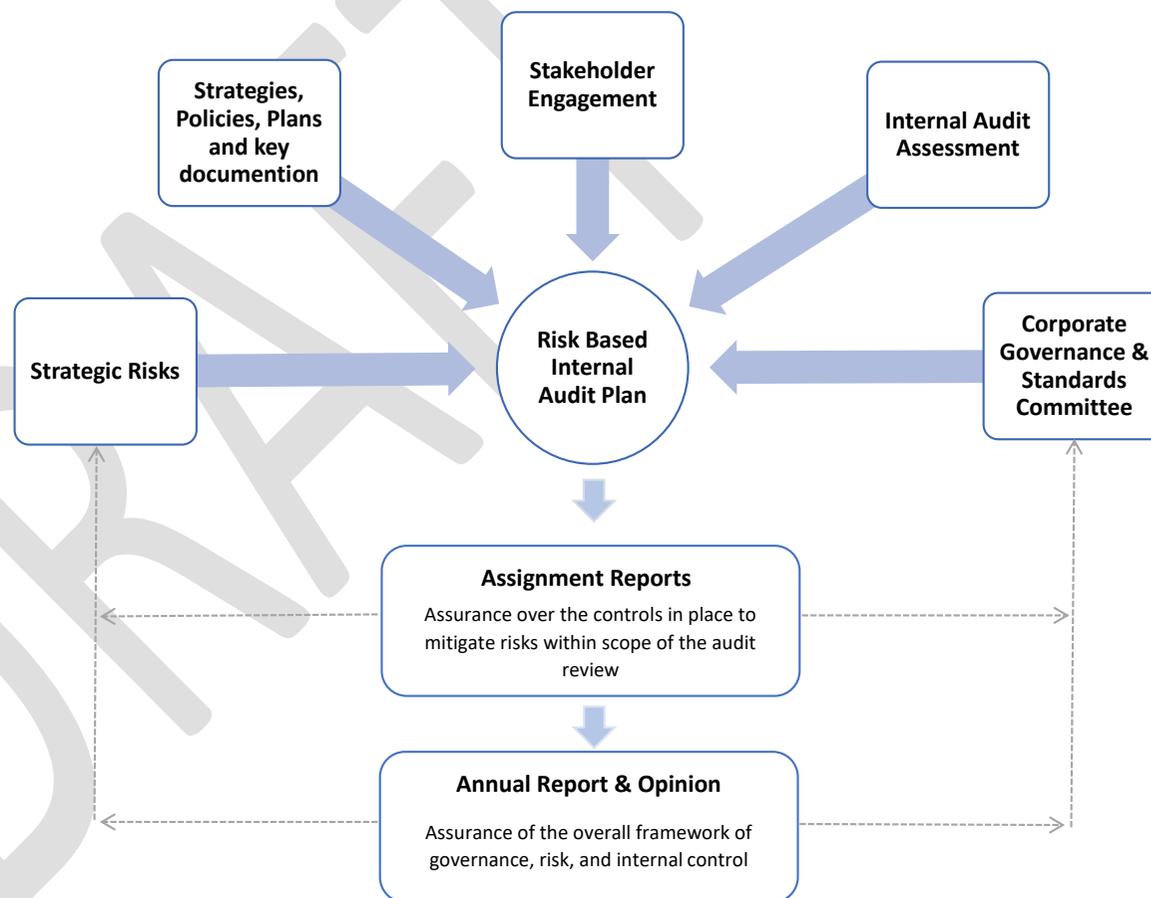
In accordance with the Public Sector Internal Audit Standards there is a requirement that internal audit establish a risk-based audit plan to determine the resourcing of the internal audit service, consistent with the organisation’s goals.

Based on conversations with key stakeholders, review of risk registers, key corporate documents and our understanding of the organisation, the Southern Internal Audit Partnership have developed an annual audit plan for the coming year.

Audit planning is a perpetual process throughout the course of the year to ensure we are able to react to new and emerging risks and the changing needs of the organisation.

The Council are reminded that internal audit is only one source of assurance and through the delivery of our plan we will not, and do not seek to cover all risks and processes within the organisation.

We will however continue to work closely with other assurance providers to ensure that duplication is minimised, and a suitable breadth of assurance is obtained.



## Internal Audit Plan 2024-25

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
<b>Governance</b>				
Annual Governance Statement	Transformation and Governance	Cyclical assurance over the governance arrangements to compile, contribute and deliver the AGS.		Q1
Risk Management	Transformation and Governance	Assurance over the risk management framework including governance, transparency and maturity.		Q4
<b>Corporate</b>				
Commercial Properties (Investments)	Place	To provide assurance over the governance, management and accountability of commercial property investments including due diligence and benefits realisation (remaining cognisant of CIPFA guidance).		Q2
Capital Programme Delivery	Place	Assurance over the governance arrangements in place for the collection and distribution of CIL/S106 monies.	CR9, CR25	Q3
Human Resources	Transformation and Governance	Assurance against key services / risk over a cyclical period, to include: <ul style="list-style-type: none"> <li>· Workforce Strategy / Development</li> <li>· Performance Management</li> <li>· Absence Management</li> <li>· Recruitment</li> <li>· Training &amp; Development</li> <li>· Use of Agency Staff</li> <li>· Use of Volunteers</li> </ul> For 24/25 the focus will be on recruitment and retention.	CR6	Q2
Health and Safety (Corporate)	Place	Effective H&S Strategy in place and operating effectively with effective governance, accountability and issue resolution.	CR1, CR2, CR22	Q2
<b>IT</b>				

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
IT Asset Management	Community Wellbeing	Assurance that effective processes are in place to manage and maintain the Council's IT assets. Of particular importance in light of changes to the operating model during .		Q4
Identity and Access Management	Community Wellbeing	Assurance over policies and procedures in place to ensure access to systems and data is appropriately authenticated, limited to least privilege principles and auditable.		Q2
<b>Core Financial</b>				
Council Tax	Transformation and Governance	Cyclical review as a key financial system.		Q3
Main Accounting	Transformation and Governance	TBC – Balance Sheet feeder systems		Q1
Medium Term Financial Planning	Transformation and Governance	Assurance over the process and development of the medium-term financial strategy.	CR14, CR12	Q1
<b>Homes and Jobs</b>				
Housing Stores	Community Wellbeing	Assurance over the framework of control in place for the management and operation of the housing store.		Q4
Housing Rents	Community Wellbeing	Cyclical review of the rent collection process.		Q1
Repairs and Maintenance (Statutory H&S Checks)	Community Wellbeing	Assurance over the arrangements in place to ensure that all required legislative checks are being conducted and any remedial works identified are undertaken in a timely manner for the Council's housing stock. For 2024/25 the focus will be on electrical and fire safety checks.		Q2
Responsive and Emergency Repairs	Community Wellbeing	Assurance over the governance arrangements in place for the management and operation of responsive repairs works.		Q3
Building Control	Transformation and Governance	Assurance over the administration of building control applications, including the collection of fees and charges.		Q4
<b>Environment</b>				

Audit Review	Audit Sponsor (Joint Strategic Director)	Indicative Scope	Corporate Risks	Proposed Timing
Fleet Operations	Community Wellbeing	Assurances over the processes in place for the management and operation of the Council's fleet, including maintenance, inspections and MOT's.		Q1
Environmental Health and Crime	Place	To provide assurance over regulatory activities including animal control, food safety, pollution control, enforcement, etc. For 224/25 the focus will be air quality monitoring.		Q3
Climate Strategy	Transformation and Governance	Assurance over the governance arrangements and funding plan established to manage and monitor progress against the Climate Change Action Plan.	CR21	Q3
<b>Community</b>				
Safeguarding	Community Wellbeing	To ensure effective policies and procedures are in place and training provided to staff along with appropriate statutory checks.	CR3	Q2
<b>Other</b>				
Events	Transformation and Governance	Assurance over the process in place for the approval of events , including the fees and charges set, collecting of income.		Q1
<b>Miscellaneous</b>				
Management				Q1 – Q4
Total Days				300