

# **Crawley Borough Council**

## **Report to the Audit Committee**

**3<sup>rd</sup> March 2021**

### **Internal Audit Annual Plan 2021-2022**

Report of the Audit and Risk Manager – FIN/522

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#### **1. Purpose**

- 1.1 The Committee has a responsibility to assess the adequacy of the Council's internal audit and risk management arrangements. This includes considering and reviewing the adequacy of the Internal Audit Budget and Resource Plan and approving the Internal Audit Plans ensuring that appropriate risk assessments have been carried out when formulating these.

#### **2. Recommendations**

- 2.1 The Committee is requested to make any recommendations they wish on the proposed 2021 – 2022 annual Internal Audit Plan.

#### **3. Reasons for Recommendations**

- 3.1 The Audit Committee has responsibility to review the proposed Internal Audit Plan.

#### **4. Background**

- 4.1 The Council has a statutory duty to “undertake an adequate and effective internal audit of its accounting systems and of its system of internal control” – Accounts and Audit Regulations 2015. This responsibility is delegated to the Head of Corporate Finance.
- 4.2 The plan was reviewed by CMT members in February 2021 and the following plan agreed.

## **5 Supporting Information and Analysis**

- 5.1 The 2021/2022 Annual Audit Plan allows for examination of the main financial areas from a systems perspective, and is key to ensuring the Council's finances remain properly controlled, whilst also undertaking strategic and service based work each with a varying risk to the organisation.
- 5.2 The Plan also includes some specific reviews from previous audit work; this is to ensure the Council is being consistent in its approach to these areas year on year.
- 5.3 The shared working arrangement with Mid Sussex District Council will cease from 1<sup>st</sup> April 2021, coinciding with the retirement of one of the Senior Auditors. This commitment represented a total of 240 days which was covered by the equivalent of one full time equivalent Audit and Risk staff member.
- 5.4 A detailed scope and objectives for each audit will be agreed with the Heads of Service prior to the commencement of each individual review.
- 5.5 Best practice dictates that an Audit Plan should be prepared to meet the audit needs of the organisation, regardless of the level of resources available to deliver the Plan. If the days required exceed the days available, then it is for management to decide whether additional resources should be made available or whether they are happy to accept the risks involved in not doing some of the reviews, and which reviews should be omitted.
- 5.6 The service will be delivered using a mix of in-house staff and specialist external consultants as required.
- 5.7 In considering the plan, Members should consider whether:-
  - It accurately reflects the audit needs of the Council and the external auditors;
  - There are audits that should be included that have been omitted;
  - There are topics that the Committee does not require that Internal Audit cover.

## **6. Implications**

- 6.1 The Plan needs to provide sufficient coverage to meet the Council's statutory duty to undertake an adequate and effective internal Audit Plan.
- 6.2 The Plan can be met with the proposed budget.

## **7. Background Papers**

- 7.1 None.

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