

LGSS Internal Audit - Internal Audit Plan for Norwich City Council 2014-15			
	2014-15		
	Estimated days	Actual to Wk 31	Comments/latest position
Audit Assurance Work			
Fundamental systems			
Purchasing	20	25.0	Complete
Accounts receivable (debtors)	15	6.5	In progress
NCC payroll	15)
Housing rents/arrears	20) Audited under managed audit regime. Scope subject to further discussion with EY
Housing & council tax benefits	25)
Council tax	15)
NNDR	15)
Sub-total	125	31.5	
Corporate			
Procurement & contract management arrangements:	35		Allowance for possible input to tendering, monitoring, procedural compliance. Involvement in specific contracts. Plus presence on project teams
New bank contract		15.1	Audit presence on project team
NPS		3.0	Preparation
Permit parking		0.7	
Claims certification	20		
Probity	20		
Sub-total	75	18.8	
Business relationship management			
Financial IT system replacement	30		Upgrade or replace Oracle Financials. Q4
Council tax & NNDR systems	15		VFM review - impact of scheme changes on collection rates
ICT audits:	60	67.4	Incl. embedded assurance - Corporate Information Assurance Group; input to IT audits
Civica			Testing complete
Northgate			Testing complete
Workforce			Testing complete
Parking Gateway			Testing complete
Bacstel IP			Complete
Sub-total	105	67.4	
Operations			
CIL income	10		November/December, if sufficient transactions
Provision market	15	11.8	Complete
Licensing	10		Jan/Feb 2015
Leasehold services	15		Q4
Cemeteries	15		Q4
Home improvements	15		December
Parking income	15		Mid-November
Sub-total	95	11.8	
Customers, communications & culture			
Land charges	10	13.9	Draft report issued

Audit Assurance Work	Estimated days	Actual to Wk 31	Comments/latest position
Sub-total	10	13.9	
Non-specific			
Ad-hoc investigations	20	2.2	Contingency (no major investigations to date)
To complete 2013-14 plan	35		
Managing customer demand		6.1	Complete
Payroll		3.9	Complete
NNDR		5.4	Complete
C Tax		5.2	Complete
Commissioning		0.0	Testing complete
Housing benefits		5.6	Complete
Treasury management		0.6	Complete
Purchase cards		13.9	Complete
Accounts payable		10.5	In progress
Follow-ups	25	10.3	Follow ups required by PSIAS
Sub-total	80	63.7	
Total for audit assurance work	490	207.1	
Consultancy & non-assurance work			
Corporate governance	30	13.8	Preparation of AGS; corporate governance group; update code of governance
Anti-fraud and NFI work	45	27.1	Fraud risks; key contact for NFI 2014-15 (upload data & ensure matches investigated)
Advice, unplanned work requests	35	19.7	Contingency
Total for non-assurance/consultancy work	110	60.6	
Total Allocated Days	600	267.7	
Indicative resources post-restructure			
Head of audit	10		
Principal client auditor	140		
Client auditors x 2	400		
LGSS support	50		
	600		