

AUDIT	2017/18 (Days)	COMMENTARY
Corporate Governance		
Local Code of Corporate Governance / Corporate Governance annual evaluation and statement 2017/18	40	Ensure SBC's Local Code of Corporate Governance complies with the CIPFA / SOLACE Revised Framework (2016). Continuous audit approach on compliance with the Local Code of Corporate Governance and progress on improvement action plans. Annual evaluation against Local Code of Corporate Governance covering the corporate whole and individual Service Directorates. In connection with local elections involvement in the review of the Scheme of Delegation and Scheme of Administration, and associated Code of Conduct for Members and Members Induction Training.
Information Governance	25	Continual Audit approach performing 'critical friend' role through the review of the Information Governance framework including roles and responsibilities, policy development and implementation, and assess progress with implementation of improvement actions. Assess preparedness for the General Data Protection Regulations (GDPR) to come into force May 2018.
Performance Management	30	Provide independent validation of performance indicators and benchmarking information to support self-assessment and continuous improvement of the Council's services, specifically to ensure accuracy of data submitted for Local Government Benchmarking Framework and Corporate Priorities PIs.
Corporate Transformation Programme	30	Continual Audit approach performing 'critical friend' role plan through input to the planned review and possible refresh of the Corporate Transformation Programme to influence the governance and accountability arrangements, including processes for benefit (financial and other) identification, tracking and realisation (return on investment and value for money), and evaluation of outcomes and lessons learned.
Complaints	10	Review and assess arrangements in place for both Corporate and Social Work complaints to provide assurance on whether the complaints process is being applied consistently to enable successful outcomes and realisation of the benefits associated with efficient resolution of complaints.
Community Engagement	5	Evaluate systems and procedures in place to assist the Council deliver an effective, consistent and integrated approach to engage with and communicate to the community in setting, delivering and reporting on its vision, priorities and plans. Assess Community Empowerment Act implications and extent to which the Council is complying with key elements of the legislation.
	140	

AUDIT	2017/18 (Days)	COMMENTARY
Financial Governance		
Financial Policy Framework	15	Continual Audit approach to assess the Financial Policy Framework established as part of Business World implementation, review progress with update of Financial Regulations and associated policies, procedures and guidelines, and evaluate whether there is a comprehensive programme in place to review, update and develop relevant policies, procedures and guidelines.
Payroll	20	Business World assurance work on Payroll processes; compliance testing of controls at Service level.
Sales to Cash	20	Business World assurance work on Sales to Cash processes. Review of income management controls in place throughout the Council to set fees and charges for services, raise invoices promptly, and collect debts efficiently resulting in debtors' balances that are complete, accurate and recoverable.
Procurement to Payment	20	Business World Assurance work on Procure to Pay. Review of purchase to payments processes at Service level including authorisation to test compliance.
Record to Report	20	Assurance work on Record to Report processes to determine if expected improved internal financial controls via the Business World ERP System are being achieved. Key controls work relating to core General Ledger and Management Reporting.

Contract Management	20	Assess governance and internal controls in place over contract monitoring arrangements with third parties including integrated sports and culture trust (Live Borders) and ALEO (SB Cares).
Revenues (Council Tax)	30	Assess the application of the Council Tax increase in 2017/18 and the legislative changes to the 2017 Council tax multiplier affecting bands E - H. Follow-up testing on completeness and accuracy of Council Tax income associated with the new 2016/17 approved policy on second homes, and key controls introduced including application of discretionary exemptions.
Grants incorporating Following the Public Pound	20	Review of authorisation and monitoring procedures including criteria to evaluate grant applications and monitoring compliance with conditions of grant. Assess process against Following the Public Pound code of practice in support of securing best value.
	165	

AUDIT	2017/18 (Days)	COMMENTARY
-------	----------------	------------

ICT Governance

ICT Contract Management	20	Review of client relationship and contract management with CGI contract to assess compliance with Service Delivery and terms and conditions.
ICT Security	20	Assess the adequacy of the security arrangements including: physical and environmental; disaster recovery; third party access; and operational controls.
Public Secure Network (PSN) Compliance	10	Examine the Council's compliance with the requirements of the Public Secure Network (PSN) and progress with implementation of actions required to achieve full compliance. Assess fulfilment of roles and responsibilities within the Council and CGI under contract.
	50	

AUDIT	2017/18 (Days)	COMMENTARY
-------	----------------	------------

Internal Controls

Schools	30	Review of internal financial controls and business administrative procedures in place to ensure the efficient and effective use of resources in the school establishments (sample of 3 High Schools and 3 Primary Schools), to complement the assurance received from Education Scotland arising from their inspection programme of schools, including evaluation of the systems in place to set and monitor budgets devolved to head teachers to ensure adherence to DSM standards and practices.
Community Safety	10	Evaluate the partnership working within Community Safety to ensure responsibilities and accountabilities of partners are clearly defined and to ensure funds are used effectively and economically for the intended purpose to meet local priorities. Specific review of operational and financial controls in place for the effective and sustainable delivery of Domestic Abuse services and use of resources.
Children and Young People Services	20	Continual audit approach and 'critical friend' role to provide independent challenge of the evidence to support self evaluation and improvement arising from the inspection programme. Discrete review to assess what controls and processes are in place to ensure safety of children and young people on excursions.
	60	

AUDIT	2017/18 (Days)	COMMENTARY
-------	-------------------	------------

Asset Management

Asset Registers	20	Review of processes and controls Management have implemented to ensure complete and accurate records of all Property, Fleet, and IT assets that underpin Asset Management Plans to deliver Council's strategies, plans and priorities. Review of stock management controls relating to inventory turnover, and prevention and detection of fraud.
Capital Investment	10	Continual audit approach to assess progress with implementation of identified improvement actions to ensure compliance with established good practice by Accounts Commission - strategic asset management plans; governance of capital investment; capital planning; review, scrutiny and challenge; capital financial budget monitoring; delivery of the capital programme and capital plan projects.
Industrial and Business Premises	20	Assess the corporate governance and financial governance arrangements linked to priorities within the Economic Strategy relating to Industrial and Business Premises and associated estate management including: strategy; development and implementation of infrastructure; demand analysis; estate management end to end processes from lease agreements, voids, and income management.
Fleet Management	15	Evaluate controls in place to ensure fleet asset records are complete and accurate and fleet replacement decisions represent value for money. Review procurement practices for compliance and consider options for volume / value invoice processing. Consider repair and maintenance processes and supporting evidence associated with insurance claims.
	65	

AUDIT	2017/18 (Days)	COMMENTARY
-------	-------------------	------------

Legislative & Other Compliance

Selkirk Conservation Area Regeneration Scheme (CARS)	10	Review as part of programme compliance and evaluation requirements of the external funders including audit requirements.
LEADER	15	Annual audit of EU grant-funded LEADER programme required by the Service Level Agreement (SLA) between Scottish Ministers (Managing Authority and the Paying Agency (RPID)) and Scottish Borders Council (Lead Partner for Scottish Borders Local Action Group (LAG)) to assess compliance by SBC with the terms of the SLA.
European Maritime Fisheries Fund (EMFF)	15	Annual audit of EU grant-funded EMFF programme under the terms of the SLA and legislative compliance including an assessment of compliance with the requirements of the SLA and the relevant EC Regulations.
Carbon Reduction	5	Annual audit as part of the requirement under the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) prior to the Council's annual submission to Department of Energy and Climate Change (DECC).
	45	

AUDIT	2017/18 (Days)	COMMENTARY
-------	-------------------	------------

Consultancy

Advice	20	Provision of ad-hoc Internal Audit advice and assistance on internal controls, risk management and governance in response to requests.
Corporate Transformation Project Boards / Teams (for example): -Digital Transformation Programme (including Benefits Realisation) -Business Intelligence -Other Project Boards / Teams (for example): -Serious Organised Crime -Welfare Reform	50	Provision of Internal Audit consultancy activities to support Management in delivering innovation and transformational change and continue to add value to the Council by influencing and offering ways to enhance the governance and internal control environment. In its 'critical friend' role provide: internal challenge as part of strategic and service reviews; quality assurance on a sample of projects involving major change and systems development; and an independent and objective assessment of the evidence to support self-evaluation and improvement.
	70	

AUDIT	2017/18 (Days)	COMMENTARY
Other		
Contingency	10	Carry out investigations and other reactive work to ensure high risk issues and concerns identified by Management during the year are appropriately addressed.
Follow-Up	22	Carry out Follow-Up activity to monitor progress with implementation of Audit recommendations and ensure that Management Actions have been timeously and effectively implemented, to check that these have had the desired effect to manage identified risks, and to demonstrate continuous improvement in internal control and governance.
Counter Fraud	20	Provide intelligence via data sharing requests from Police Scotland, and submission of data sets and case management of data matches arising from National Fraud Initiative (NFI) exercise in liaison with the Corporate Fraud and Compliance Officer as part of the wider assurance framework on counter fraud and crime controls.
	52	
SBC Total	647	

AUDIT	2017/18 (Days)	COMMENTARY
Non Scottish Borders Council		
SB Cares	25	To be determined and agreed with SB Cares Board and Management for review of the adequacy of the arrangements for risk management, governance and control of SB Cares.
Scottish Borders Pension Fund	5	To be determined and agreed with Pension Fund Committee and Management for review of governance of the pension fund, and support with the provision of its annual governance statement.
Scottish Borders Health and Social Care Integration Joint Board	35	To be determined and agreed by the Scottish Borders Health and Social Care Integration Joint Board for review of the adequacy of the arrangements for risk management, governance and control of the delegated resources.
	65	
	712	