

**INTERNAL AUDIT PLAN 2020/21 - PROGRESS TO JUNE 2020**

Auditable Area	Approved Audit Plan 2020/21	Profiled Days Q1
<b>CHILDRENS</b>		
Safeguarding	15.00	0.00
PAR - Control Report Electronic Signatures	1.50	1.50
Procurement of Placements for Children	20.00	0.00
Budgetary Control and Financial Management	0.00	0.00
PAR - Budgetary Control and Financial Management	2.00	1.00
Troubled Families	15.00	0.00
PAR - Troubled Families	1.50	1.50
Conference and Review Process	15.00	0.00
Planning and Control	6.00	1.50
Advice and Support	2.00	0.50
Post Audit Reviews	2.00	0.00
<b>TOTAL FOR CHILDRENS</b>	<b>80.00</b>	<b>6.00</b>

<b>SCHOOLS/LEARNING</b>		
Greenfield Primary and Nursery	6.00	0.00
Pinfold Primary and Nursery	6.00	0.00
Arundale Primary and Nursery	0.00	0.00
Arlies Primary and Nursery	6.00	0.00
Broadbent Fold Primary	6.00	6.00
Audenshaw Primary School	6.00	6.00
Russell Scott Primary	6.00	0.00
Livingstone Primary	6.00	0.00
Aldwyn Primary	6.00	0.00
Greswell Primary and Nursery	6.00	2.00
Hurst Knoll C E Primary	6.00	6.00
St Georges C E Primary - Hyde	0.00	0.00
St Pauls R C Primary and Nursery Hyde	6.00	0.00
St James R C Primary and Nursery Hattersley Hyde	6.00	6.00
St Marys R C Primary Denton	6.00	0.00
St Peters RC Primary and Nursery Stalybridge	6.00	0.00
St Stephens C E Primary Audenshaw	2.50	2.50
Canon Burrows C E Primary	0.00	0.00
Lady Of Mount Carmel	2.50	2.50
Mossley Hollins High	0.00	0.00
Hyde Community College	10.00	0.00
Oakdale (2 Sited School)	2.50	2.50
St. Georges C E Primary Mossley	6.00	0.00
Alder Community High School	8.00	0.00
PAR - Payroll - Schools	1.00	1.00
PAR - The Heys Primary School	1.50	0.00
PAR - St Christopher's R C Primary	0.50	0.00

Mossley Hollins High - Grant Assurance Work	2.00	0.00
Placements for Children with Special Education Needs	15.00	0.00
System Sign off - Music Service Speedadmin	0.00	0.00
Planning and Control	10.00	2.50
Advice and Support	12.00	3.00
Post Audit Review	23.50	0.00
<b>TOTAL FOR SCHOOLS/LEARNING</b>	<b>181.00</b>	<b>40.00</b>

### ADULTS

System Sign Off - Rosta System	0.50	0.50
Home Care	15.00	15.00
Contract Monitoring - Care Homes	15.00	15.00
Out Of Hours	15.00	0.00
Learning Disabilities Client Accounts	15.00	0.00
Nursing and Residential Home Contractual Arrangements-Payments	0.00	0.00
PAR - Locality Teams - Care Management	0.00	0.00
PAR - Information Incident	0.50	0.50
PAR - Homemaker Service	1.50	1.50
PAR - Control Report - Integrated Urgent Care Team	1.50	1.50
PAR - Investigation Security Incident	0.50	0.50
Planning and Control	5.00	1.50
Advice and Support	8.00	2.00
Post Audit Reviews	4.50	0.00
<b>TOTAL FOR ADULTS</b>	<b>82.00</b>	<b>38.00</b>

### POPULATION HEALTH

Active Tameside	0.00	0.00
Public Health - Contract Monitoring - Sexual Health	15.00	10.00
PAR - Health Visiting Service	1.00	1.00
Planning and Control	3.00	1.00
Advice and Support	1.00	0.50
Post Audit Reviews	2.00	0.00
<b>TOTAL FOR POPULATION HEALTH</b>	<b>22.00</b>	<b>12.50</b>

### GROWTH

Capital Projects - Education	0.00	0.00
Building Control	15.00	15.00
Advice - Discretionary Grant Fund	0.00	0.00
Processing Discretionary Grants	0.00	0.00
Disabled Facilities Grant	3.00	0.00
Monitoring of the Facilities Management Contract	15.00	0.00
Monitoring Of The Catering Contract	15.00	0.00
Hattersley Collaboration Agreement	0.00	0.00
PAR - Hattersley Collaboration Agreement	0.00	0.00
Hattersley Collaboration Agreement	5.00	5.00
Planning Process	0.00	0.00
Planning - System Sign Off	0.00	0.00
PAR - Section 106 Agreements, Developer Levy and Community Infrastructure Levy	2.00	2.00

Planning and Control	5.00	1.00
Advice and Support	6.00	1.50
Post Audit Reviews	8.00	0.00
<b>TOTAL FOR GROWTH</b>	<b>74.00</b>	<b>24.50</b>

<b>OPERATIONS AND NEIGHBOURHOODS</b>		
PAR - Stores and Stock Control	1.50	1.50
PAR - Control Report - Waste Services Tame Street Depot.	0.50	0.50
PAR - Control Report - Thefts at Tame Street - First Floor Offices	0.50	0.50
Tame Street Garage	15.00	15.00
System Sign Off - Accident Reporting System	4.00	0.00
PAR - Provision of the Integrated Transport Service	3.50	0.00
Welfare Rights - System Sign Off	5.00	5.00
Health and Safety	15.00	0.00
Local Authority Bus Subsidy Grant	2.00	0.00
PAR - Youth Service	0.00	0.00
PAR - Control Report - Youth Service - Unauthorised Use of a Vehicle and Equipment	0.50	0.50
Planning and Control	5.00	1.50
Advice and Support	5.00	1.50
Post Audit Reviews	8.50	0.00
<b>TOTAL FOR OPERATIONS AND NEIGHBOURHOODS</b>	<b>66.00</b>	<b>26.00</b>

<b>GOVERNANCE</b>		
PAR - Apprenticeship Levy	0.00	0.00
Registrars Financial Audit	4.00	0.00
Members Allowances - Publication	2.00	0.00
Control Report Information Security Incident	0.00	0.00
iTRENT Self Service	10.00	2.50
Procure to Pay System	15.00	0.00
Payroll System	15.00	0.00
Car Allowances Annual Review	2.00	2.00
Review of Bank Holiday Pay	0.00	0.00
Payroll - External Audit Checks	6.00	0.00
PAR - Liquid Logic	0.00	0.00
Determination and Recovery of Adult Service Care/Support Charges	1.00	1.00
Clients Financial Affairs - Deputyships and Appointeeships	15.00	15.00
Direct Payments	15.00	0.00
Award of Grants to Businesses	0.00	0.00
Processing Grants to Businesses	0.00	0.00
Review of Financial Systems - Housing Benefits	4.00	4.00
Deferred Payment Scheme	10.00	0.00
Capita System Review	10.00	0.00
Looked After Children's Health	0.00	0.00
ICS Data Checks	10.00	0.00
PAR - Social Media	0.00	0.00
Planning and Control	13.00	3.50
Advice and Support	26.00	6.75
Post Audit Reviews	20.00	10.00

<b>TOTAL FOR GOVERNANCE</b>	<b>178.00</b>	<b>44.75</b>
<b>FINANCE</b>		
Information Governance	15.00	0.00
Business Continuity	15.00	0.00
Review of Financial Systems - General Ledger	4.00	4.00
PAR - Bank Reconciliation Procedures	0.00	0.00
PAR - VAT	0.00	0.00
Fixed Asset Register - Sign Off	0.00	0.00
Fixed Asset Valuations	5.00	5.00
External Audit Checks - General Expenditure	1.00	1.00
External Audit Checks - General Expenditure	10.00	0.00
ICT Business Continuity and Disaster Recovery	19.00	0.00
PAR - Cyber Security Review/ISO 27001 Gap Analysis	0.00	0.00
Network Security	10.00	0.00
Access Control Management	10.00	0.00
Vulnerability Management	10.00	0.00
Cooperative Network Infrastructure (CNI)	10.00	5.00
Third Party Supplier Management	0.00	0.00
Planning and Control	10.00	2.75
Advice and Support	10.00	2.00
Post Audit Reviews	12.00	0.00
<b>TOTAL FOR FINANCE</b>	<b>141.00</b>	<b>19.75</b>

<b>GREATER MANCHESTER PENSION FUND</b>		
Altair - Administration to Payroll Upgrade	10.00	0.00
Debtors	15.00	0.20
Custodian Arrangements	15.00	0.00
Compliance Function	15.00	0.00
Control Report - Pension Overpayment	0.00	0.00
Control Report - Pension Overpayment	0.00	0.00
Fund Manager - Stone Harbor	15.00	0.00
Local Investments	15.00	0.00
Ill Health Insurance Arrangement	10.00	0.00
iConnect	15.00	15.00
Information Governance/GDPR	3.00	3.00
Irregularity Investigations	5.00	0.00
Pension Benefits Payable	15.00	15.00
Cyber Security Review	10.00	0.00
PAR - Visits to Contributing Bodies - Sodexo	1.00	1.00
PAR - Visits to Contributing Bodies - GMCA	1.00	1.00
Transfers Out	10.00	0.50
Retirement Process	11.00	6.00
Transfer of Assets to New Custodian	2.00	2.00
Visits to Contributing Bodies	75.00	0.50
Visit to Contributing Body - University of Bolton	0.70	0.70
Visit to Contributing Body - APS Global	0.90	0.90
Visits to Contributing Bodies - Liverpool Hope University	0.70	0.70
Visits to Contributing Bodies - University of Manchester	0.50	0.50
Planning and Control	20.00	5.00

Advice and Support - Pensions Global-All Service Units	25.00	6.25
Advice and Support - Target Address Tracing Project	0.00	0.00
Computer Audit Advice	10.00	2.50
Post Audit Reviews	19.20	0.00
<b>TOTAL FOR PENSION FUND</b>	<b>320.00</b>	<b>60.75</b>

<b>CROSSCUTTING</b>		
Audit of Final Accounts	10.00	0.00
Contingency for GMCA - Grant Assurance Work	10.00	0.00
Rochdale STAR Audit - New Supplier Set Up	0.00	0.00
Procurement Work - STAR	20.00	1.00
Recruitment and Selection (incl. Interims)	15.00	0.30
Planning, Advice and Support	1.00	0.00
<b>TOTAL FOR CROSSCUTTING</b>	<b>56.00</b>	<b>1.30</b>

<b>TOTAL PLANNED DAYS 2020/21</b>	<b>1,200.00</b>	<b>273.55</b>
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<b>COUNTER FRAUD AND INVESTIGATIONS</b>	<b>310.00</b>	<b>65.00</b>
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<b>TOTAL AUDIT DAYS FOR 2020/21</b>	<b>1,510.00</b>	<b>338.55</b>
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## APPENDIX 1

Actual Days June 2020	Variance	Days to Deliver in Q2 - Q4	Status	Level of Assurance
0.00	0.00	15.00		
1.00	-0.50	0.50	Work in Progress	
0.00	0.00	20.00		
1.00	1.00	-1.00	Final Report Issued	Low
1.00	0.00	1.00	Work in Progress	
0.00	0.00	15.00		
1.00	-0.50	0.50	Work in Progress	
0.00	0.00	15.00		
2.20	0.70	3.80	Ongoing	
0.00	-0.50	2.00	Ongoing	
0.00	0.00	2.00	Allocated when Required	
<b>6.20</b>	<b>0.20</b>	<b>73.80</b>		

0.00	0.00	6.00		
0.00	0.00	6.00		
0.14	0.14	-0.14	Final Report Issued	Medium
0.00	0.00	6.00		
0.00	-6.00	6.00		
6.26	0.26	-0.26	Work in Progress	
0.00	0.00	6.00		
0.00	0.00	6.00		
0.00	0.00	6.00		
2.03	0.03	3.97	Draft Report Issued	
0.00	-6.00	6.00		
1.74	1.74	-1.74	Draft Report Issued	
0.00	0.00	6.00		
0.00	-6.00	6.00		
0.00	0.00	6.00		
0.00	0.00	6.00		
0.69	-1.81	1.81	Draft Report Issued	
1.42	1.42	-1.42	Draft Report Issued	
1.71	-0.79	0.79	Draft Report Issued	
0.00	0.00	0.00		
0.00	0.00	10.00		
3.10	0.60	-0.60	Draft Report Issued	
0.00	0.00	6.00		
0.00	0.00	8.00		
0.42	-0.58	0.58	Work in Progress	
0.00	0.00	1.50		
0.00	0.00	0.50	Completed	

0.00	0.00	2.00		
0.00	0.00	15.00		
1.35	1.35	-1.35	Work in Progress	
6.03	3.53	3.97	Ongoing	
2.17	-0.83	9.83	Ongoing	
0.00	0.00	23.50	Allocated when Required	
<b>27.06</b>	<b>-12.94</b>	<b>153.94</b>		

0.03	-0.47	0.47	Work in Progress	
0.00	-15.00	15.00		
6.33	-8.67	8.67	Work in Progress	
0.00	0.00	15.00		
0.00	0.00	15.00		
2.44	2.44	-2.44	Work in Progress	
0.10	0.10	-0.10	Work in Progress	
0.56	0.06	-0.06	Completed	
0.59	-0.91	0.91	Work in Progress	
0.00	-1.50	1.50		
0.28	-0.22	0.22	Work in Progress	
0.95	-0.55	4.05	Ongoing	
1.39	-0.61	6.61	Ongoing	
0.00	0.00	4.50	Allocated when Required	
<b>12.67</b>	<b>-25.33</b>	<b>69.33</b>		

0.22	0.22	-0.22	Draft Report Issued	
0.00	-10.00	15.00		
0.14	-0.86	0.86	Work in Progress	
0.30	-0.70	2.70	Ongoing	
0.00	-0.50	1.00	Ongoing	
0.00	0.00	2.00	Allocated when Required	
<b>0.66</b>	<b>-11.84</b>	<b>21.34</b>		

1.20	1.20	-1.20	Draft Report Issued	
0.00	-15.00	15.00		
13.90	13.90	-13.90	Work in Progress	
24.06	24.06	-24.06	Work in Progress	
0.00	0.00	3.00		
0.00	0.00	15.00		
0.00	0.00	15.00		
3.84	3.84	-3.84	Work in Progress	
0.76	0.76	-0.76	Work in Progress	
0.24	-4.76	4.76	Work in Progress	
0.76	0.76	-0.76	Final Report issued	Medium
8.74	8.74	-8.74	Completed	
0.30	-1.70	1.70	Work in Progress	

1.08	0.08	3.92	Ongoing	
0.14	-1.36	5.86	Ongoing	
0.00	0.00	8.00	Allocated when Required	
<b>55.02</b>	<b>30.52</b>	<b>18.98</b>		

0.48	-1.02	1.02	Work in Progress	
0.00	-0.50	0.50	Work in Progress	
0.56	0.06	-0.06	Completed	
0.00	-15.00	15.00		
0.00	0.00	4.00		
0.07	0.07	3.43	Suspended - Capacity Issues	
0.00	-5.00	5.00		
0.00	0.00	15.00		
0.00	0.00	2.00		
0.63	0.63	-0.63	Completed	
0.56	0.06	-0.06	Completed	
1.24	-0.26	3.76	Ongoing	
0.10	-1.40	4.90	Ongoing	
0.00	0.00	8.50	Allocated when Required	
<b>3.64</b>	<b>-22.36</b>	<b>62.36</b>		

1.39	1.39	-1.39	Completed	
0.00	0.00	4.00		
0.00	0.00	2.00		
0.00	0.00	0.00		
1.81	-0.69	8.19	Work in Progress	
0.00	0.00	15.00		
0.00	0.00	15.00		
0.00	-2.00	2.00		
0.00	0.00	0.00	Final Report Issued	
0.00	0.00	6.00		
0.00	0.00	0.00		
0.42	-0.58	0.58	Final Report Issued	Low
0.00	-15.00	15.00		
0.00	0.00	15.00		
7.19	7.19	-7.19	Ongoing	
44.79	44.79	-44.79	Completed	
4.20	0.20	-0.20	Work in Progress	
1.88	1.88	8.12	Work in Progress	
0.00	0.00	10.00		
0.28	0.28	-0.28	Draft Report Issued	
0.00	0.00	10.00		
0.00	0.00	0.00		
3.67	0.17	9.33	Ongoing	
5.38	-1.37	20.62	Ongoing	
0.00	-10.00	20.00	Allocated when Required	



<b>71.01</b>	<b>26.26</b>	<b>106.99</b>		
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0.00	0.00	15.00		
0.00	0.00	15.00		
8.12	4.12	-4.12	Work in Progress	
2.04	2.04	-2.04	Completed	
0.10	0.10	-0.10	Completed	
0.42	0.42	-0.42	Completed	
0.00	-5.00	5.00	Work Undertaken in Service	
0.10	-0.90	0.90	Completed	
0.00	0.00	10.00		
0.00	0.00	19.00		
1.11	1.11	-1.11	Work in Progress	
0.00	0.00	10.00		
0.00	0.00	10.00		
0.00	0.00	10.00		
4.25	-0.75	5.75	Work in Progress	
0.56	0.56	-0.56	Draft Report Issued	
2.60	-0.15	7.40	Ongoing	
0.28	-1.72	9.72	Ongoing	
0.00	0.00	12.00	Allocated when Required	
<b>19.58</b>	<b>-0.17</b>	<b>121.42</b>		

0.00	0.00	10.00		
0.14	-0.06	14.86		
0.00	0.00	15.00		
0.00	0.00	15.00		
0.28	0.28	-0.28	Cancelled picked up in Audit	
0.28	0.28	-0.28	Cancelled picked up in Audit	
0.00	0.00	15.00		
0.00	0.00	15.00		
0.00	0.00	10.00		
24.70	9.70	-9.70	Work In Progress	
13.51	10.51	-10.51	Work In Progress	
0.00	0.00	5.00	Allocated when Required	
12.26	-2.74	2.74	Work In Progress	
0.00	0.00	10.00		
1.57	0.57	-0.57	Completed	
0.69	-0.31	0.31	Work In Progress	
0.07	-0.43	9.93	Work In Progress	
5.57	-0.43	5.43	Work In Progress	
0.42	-1.58	1.58	Work In Progress	
0.21	-0.29	74.79	Allocated when Required	
0.76	0.06	-0.06	Draft Report Issued	
0.00	-0.90	0.90	Final Report Issued	High
0.00	-0.70	0.70	Final Report Issued	High
0.35	-0.15	0.15	Draft Report Issued	
3.54	-1.46	16.46	Ongoing	

6.15	-0.10	18.85	Ongoing	
1.51	1.51	-1.51	Completed	
1.78	-0.72	8.22	Ongoing	
0.00	0.00	19.20	Allocated when Required	
<b>73.79</b>	<b>13.04</b>	<b>246.21</b>		

0.00	0.00	10.00		
0.00	0.00	10.00		
1.01	1.01	-1.01	Draft Report Issued	
0.00	-1.00	20.00		
0.28	-0.02	14.72		
0.00	0.00	1.00		
<b>1.29</b>	<b>-0.01</b>	<b>54.71</b>		

<b>270.92</b>	<b>-2.63</b>	<b>929.08</b>		
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<b>80.65</b>	<b>15.65</b>	<b>229.35</b>		
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<b>351.57</b>	<b>13.02</b>	<b>1,158.43</b>		
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