

## Internal Audit Plan 2013/14

## Hampshire County Council - Summary Internal Audit Plan

	<b>2013/14</b>
Corporate cross cutting	440
Corporate governance	405
Financial management	150
Information Technology	130
Corporate objective - Safer and more secure for all	418
Corporate objective - Maximising wellbeing	305
Corporate objective - enhancing our quality of place	163
Miscellaneous service reviews	175
Other direct audit activity	314
<b>Total</b>	<b>2500</b>

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## Hampshire County Council - Detailed Internal Audit Plan

<b>Corporate Cross Cutting</b>	<b>Priority</b>	<b>2013 / 14</b>
Service planning and performance management	M	✓
Recruitment	H	✓
Employment practices	H	✓
Information management	H	✓
Document Management System - Hantsfile	H	✓
Health and Safety	M	✓
Procurement	H	✓
Capital programme	H	✓
Expense management	M	✓
Contract management	H	✓
Contact Centre (Hantsdirect)	M	✓
Property management	H	✓
Facilities management / workstyles	H	✓
Asset management	H	✓
Property asset management system (PAM)	H	✓
Volunteers	H	✓
Grants (awarded)	M	✓
Website management	M	✓
Information security	H	✓
Transformation of services - IBC	H	✓
<b>Total days</b>		<b>440</b>

## Appendix 1

<b>Corporate Governance</b>	<b>Priority</b>	<b>2013 / 14</b>
Risk management	M	✓
Code of conduct	M	✓
Transparency agenda	M	✓
NFI matches	H	✓
NFI enquiries	H	✓
Reactive fraud investigations	H	✓
Proactive fraud initiatives	H	✓
Proactive fraud - monitoring	M	✓
Fraud thematic review	H	✓
Annual Governance Statement	H	✓
Annual review of effectiveness of internal audit	H	✓
<b>Total days</b>		<b>405</b>

<b>Financial Management</b>	<b>Priority</b>	<b>2013 / 14</b>
Payroll	H	✓
Premia payments	H	✓
Payroll - e-forms	H	✓
Payroll technical	H	✓
Pensions	H	✓
SAP interfaces	H	✓
Residential charges for social care	H	✓
Real estate (energy management system)	H	✓
Bank reconciliations	M	✓
<b>Total days</b>		<b>150</b>

<b>Information Technology</b>	<b>Priority</b>	<b>2013 / 14</b>
Capacity planning and management	M	✓
Network management and monitoring	H	✓
Applications management and control	M	✓
Computer installations and operations	H	✓
Financial processes	M	✓
IT governance	M	✓
Disaster Recovery Planning	M	✓
<b>Total days</b>		<b>130</b>

## Appendix 1

<b>Corporate Objective - Safer and more secure for all</b>	<b>Priority</b>	<b>2013 / 14</b>
Safeguarding	H	✓
School thematic review(s)	H	✓
Children's services establishments - thematic review(s)	H	✓
Establishment (reactive reviews)	H	✓
SFVS	H	✓
School place planning	H	✓
Home to school transport	M	✓
Local children partnership	H	✓
Charging and contribution policy for children in care	M	✓
Education of children looked after	H	✓
Youth Offending Service	M	✓
Direct payments	H	✓
Asylum seekers	M	✓
Commissioning and purchasing of services	H	✓
Adoption	H	✓
Adult learning	M	✓
Troubled families	H	✓
<b>Total days</b>		<b>418</b>

<b>Corporate Objective - Maximising wellbeing</b>	<b>Priority</b>	<b>2013 / 14</b>
Adult services establishments - thematic review(s)	M	✓
Personalisation - self directed support & direct payments	H	✓
Panel process	H	✓
Domiciliary care and nursing placements	H	✓
Transition of clients from Children's to Adult services	M	✓
Notification of deaths	M	✓
Data accuracy	M	✓
Large scale investigations	M	✓
Care governance processes	M	✓
Social care reform	M	✓
Electronic Domiciliary Care Monitoring System (EDCM)	H	✓
Public Health	H	✓
Extra care housing	H	✓
Appointeeships	H	✓
Operational workflow case management	M	✓
<b>Total days</b>		<b>305</b>

## Appendix 1

<b>Corporate Objective - Enhancing our quality of place</b>	<b>Priority</b>	<b>2013 / 14</b>
Street lighting	H	✓
Highways maintenance	H	✓
Waste disposal (Veolia systems)	H	✓
Developer contributions	H	✓
Enterprise M3 LEP	H	✓
CCBS establishment thematic review	M	✓
Staunton Country Park	M	✓
Runways End	M	✓
Concessionary fares	H	✓
Safer roads	H	✓
<b>Total days</b>		<b>163</b>

<b>Miscellaneous Service Reviews</b>	<b>Priority</b>	<b>2013 / 14</b>
Term engineering contracts	H	✓
Business units	M	✓
Framework trends	M	✓
Property Strategic Partners	M	✓
Trading company (Property Services)	M	✓
Tender of Manpower contract	H	✓
South East and London (SEaL) construction framework	H	✓
<b>Total days</b>		<b>175</b>

<b>Other Direct Audit Activity</b>	<b>Priority</b>	<b>2013 / 14</b>
Annual audit report	-	✓
Internal Audit Charter	-	✓
Operational plan	-	✓
Monitoring, liaison & reporting	-	✓
Quality Assurance Accreditation	-	✓
External Audit liaison	-	✓
IT developments and working groups	-	✓
Advice	-	✓
Audit Committee	-	✓
Follow up	-	✓
Freedom of Information	-	✓
<b>Total days</b>		<b>314</b>

**Total days** **2500**