

HFRS internal audit plan 2016/17

Item 9H

13/14	14/15	2015/16	Review Type	Audit	Audit Sponsor	SMT Lead	Priority H/M/L	2016/17	Rationale
			Shared services (IBC/shared services)						
	✓	✓	SS	Joint Shared Services reviews (note 1)	CFO	CFO	H	✓	Contribution towards Shared Services Internal audit plan.
			Financial Management / Key Financial Systems						
	✓	✓	FM	Local management of Shared services processes (note 2)	D of PS	Head of HR and Workforce Development	H	✓	To cover aspects of Shared Services processes which remain at HFRS. 16/17 to include sickness monitoring and management.
			FM	Implementation of savings plan	D of PS/CFO	TBC	H	✓	Review of mid term assessment of performance against MTFP.
			Governance and Strategy						
	✓		GS	Strategy, planning, performance and quality	D of PS	HoKM	H		
		✓	GS	Risk and Performance Management & Assurance Framework	D of PS	HoKM	M		
	✓		GS	Partnerships and associated contracts	D of PS	HoKM	M		
✓			GS	Commercial activities	D of PS	HoPA	M	✓	Both existing activities and identification of future opportunities.
		✓	GS	Business continuity/Disaster recovery	ACO HoR	AM CSS	M		
		✓	GS	Health and safety	DCO/D of PS	HoPA	M		
✓			GS	Information management/security	D of PS	HoKM	M		To be carried out in 2017/18
			Procurement						
			PR	Local contract management (Cap & Rev)	D of PS	HoPA	H	✓	To cover how contracts are managed by HFRS staff once let.
			PR	Procurement of operational equipment and vehicles	D of PS	HoPA	M	✓	From decision to purchase to receipt and provision of item.
			PR	Procurement processes	D of PS	HoPA	H	✓	Procurement processes within HFRS (excluding shared services aspects) - from initial need for the item to distribution of the item.
✓			PR	Supplies, stores and logistics	D of PS	HoPA	M	✓	From decision to purchase to receipt and provision of item.
			Human Resources						
		✓	HR	Safeguarding	ACO Dir of CS & ST	AM CSS	M		
			HR	Training centre	ACO (Response)	AM Response Delivery	M		
			Other financial systems / miscellaneous						
✓			OS	Networked control	D of R	AM Response Delivery	H		
			OS	Data quality	D of PS	HoKM	M		
	✓		OS	Project and programme management (and/or Specific projects)	D of PS	HoKM	M		
		✓	OS	Property management/estates partnership	D of PS	HoPA	M		
✓			OS	Risk review and financial challenge	D of PS	AM Risk Review	H		To cover in 2017/18.
		✓	OS	Provided Vehicles	D of PS	HoPA	M		
✓			OS	Fleet Maintenance Centre	D of PS	HoPA	M		
			Special investigations						
✓	✓	✓	SI	Proactive fraud work	FBP	Directorate Support Officer		✓	Annual review - scope to be decided.
✓	✓	✓	SI	NFI	FBP	Directorate Support Officer		✓	Annual process.
			Computer Audit						
✓	✓		CA	Applications (various)	D of PS	HoICT	H		
	✓		CA	FireWatch	D of PS	HoKM	H		
			CA	IT Infrastructure, security and accesses (Various themes)	D of PS	HoICT	H		
			CA	IT Strategy, management and governance	D of PS	HoICT	H		To be carried out in 17/18 once the new processes are agreed and in place.
	✓		Audit advice work						
			AD	Assurance mapping review/advice					
			Management Activities						
✓	✓	✓	MA	Annual report	D of PS/H of F			✓	
✓	✓	✓	MA	Progress reports	D of PS/H of F			✓	
✓	✓	✓	MA	Advice, liaison, Committees	D of PS/H of F			✓	
✓	✓	✓	MA	Planning and monitoring	D of PS/H of F			✓	
185	155*	215*	Total days						185

* 30 days carried forward from 2014/15 to 2015/16.

Note 1 - This will include risk assessed reviews of the areas now dealt with by Shared Services including but not limited to - payroll, main accounting, budgetary control, accounts receivable, accounts payable, procurement and HR.

Note 2 - This review will cover those aspects remaining at Hampshire Fire and Rescue rather than through Shared Services.

Key:	
ACO	Assistant Chief Officer
D of PS	Director of Professional Services
D of SD	Director of Service Delivery
D of R	Director of Response
H of F	Head of Finance
FBP	Finance Business Partner
BP	Business Partner
HoICT	Head of Information Communication Technology
HoKM	Head of Knowledge Management
HoCAI	Head of Communications, Administration and inclusion
HoPA	Head of Physical Assets