



**Peak District
National Park Authority**

Internal Audit Plan 2018/19

Audit Manager: Ian Morton
Head of Internal Audit: Max Thomas

Circulation List: Members of Audit Resources and Performance Committee
Director of Corporate Strategy & Development
Head of Finance

Date: 20 July 2018

Introduction

- 1 This document sets out the planned 2018/19 programme of work for internal audit, provided by Veritau for the Peak District National Park Authority.
- 2 The work of internal audit is governed by the Public Sector Internal Audit Standards. In accordance with those standards, the Head of Internal Audit is required to provide an annual internal audit opinion to the Authority based on an objective assessment of the framework of governance, risk management and control. Our planned audit work includes coverage of all three areas.
- 3 The internal audit plan has been prepared on the basis of a risk assessment. This is intended to ensure limited audit resources are prioritised towards those systems which are considered to be the most risky and/or which contribute the most to the achievement of the Authority's priorities and objectives. The content of the internal audit plan has been subject to consultation with directors and other senior officers.
- 4 The internal audit plan is submitted for formal approval by the Audit, Resources and Performance Committee who are responsible for monitoring progress against the plan and overseeing the work of internal audit. Changes to the plan will be agreed with the Director of Corporate Strategy & Development or Head of Finance (as appropriate) and will be notified to the Committee. Proposed work is also discussed with the Authority's external auditors to ensure there is no duplication of effort. We will provide regular updates on the scope and findings of our work to the Audit, Resources and Performance Committee throughout 2018/19
- 5 The plan is based on a total number of 40 days for 2018/19 which is 5 days more than the 2017/18 plan. The 2 days contingency from last year's plan have been carried forward to this year and supplemented by 3 free days provided by Veritau to carry out a culture audit of the Peak District NPA. Culture audits are a developing area as a result of an increasing recognition that the right organisational culture is important to the success of any organisation.

2018/19 Audit Plan

- 6 The plan includes the following:
 - **Strategic risks:** this work involves reviewing areas highlighted as specific risks in the Authority's corporate risk register.
 - **Financial systems:** to provide assurance on the key areas of financial risk. This work will help provide assurance that the controls for the key financial systems are adequate and effective. The work will also support the work of the external auditors.
 - **Regularity / Operational audits:** this work will cover a number of the Authority's operational systems and areas.
 - **Technical / Projects:** to provide assurance on specific processes or key projects.
 - **Client support, advice and follow up:** this is an allocation of time to support the delivery of the plan and provide assurance on ad-hoc matters.
- 7 Details of the 2018/19 plan are set out in Appendix A

Draft Internal Audit Plan for 2018/19

Current best practice suggests detailed audit plans should only cover a single year. This reflects the need for plans to adapt to changing priorities and new or emerging risks. The proposed plan for 2018/19 is shown in the table below:

Audit Area	Notes	Planned date	Days
Payroll	A review of payroll procedures to ensure information provided to the payroll provider is provided promptly and is accurate. The audit will also review the management of the payroll contract and the review of output provided	September	5
Budget Management	A review of budget monitoring procedures and reporting arrangements.	January	3
Visitor Centre	An establishment audit covering the procedures in operation at the Castleton Visitor centre following the works carried out at the centre	September	4
Volunteers	A review of policies and procedures around the use of volunteers within the National Park. The audit will review how volunteers are managed to meet authority objectives and to ensure volunteers follow agreed procedures	January	3
Cyber Security	This audit will look at the authority's arrangements for managing cyber security risks' including IT controls such as firewalls and malware protection as well staff awareness and training	September	4
Information Security Compliance check	A check of compliance with data security policies including a check of the clear desk policy within Aldern House	September/ January	2
GDPR	A review of the processes put into place to comply with the new GDPR requirements, and to monitor compliance and actions	January	3
Vehicles and Equipment	A review of processes in place to manage vehicles and equipment, including security of assets, usage, and fuel and maintenance costs. An audit in this area in 2016/17 received reasonable assurance	January	4
Culture	This includes 2 days from contingency last year and 3 additional days provided by Veritau free of charge	September	5

Audit Area	Notes	Planned date	Days
Contingency	An allocation of time to allow for unplanned but essential audit projects arising after the annual audit plan is approved		2
Management (including follow up)	Liaison with management and external auditors, provision of advice, attendance at Audit Committee etc. Follow up of agreed actions from the previous year.	Ongoing	5
Total			40