

Audit Committee

4th March 2024



Report of: Chief Internal Auditor

Title: Internal Audit Draft Quarter 1 Plan 2024/25

Ward: N/A

Officer Presenting Report: Simba Muzarurwi – Chief Internal Auditor

Recommendation

The Audit Committee review and approve the draft Internal Audit Plan for quarter 1 of 2024/25. In doing so, the Committee should consider:

- whether the Plan addresses the Committee's assurance needs;
- whether the Plan captures key areas that would be expected in quarter 1; and
- whether there are any significant gaps in the Plan for quarter 1.

To support consideration of quarter 1 priorities, high level areas for potential review later in the year are also provided. Consistent with the agreed quarterly planning approach, areas for audit review in future quarters will be agreed before the start of each quarter. This will ensure audit resource is effectively targeted and coverage remains relevant and timely to the risk environment in which the council is operating.

Summary

This report provides the Audit Committee with the Audit Plan for quarter 1 of 2024/25.

The significant issues in the report are:

- The methodologies used to formulate the Audit Plan; (Section 2 of Appendix A)
- Resourcing the plan. (Section 3 of Appendix A)
- Key features of the plan. (Section 4 of Appendix A)
- Plan delivery and performance monitoring. (Section 5 of Appendix A)
- The Internal Audit Quarter 1 Plan. (Appendix 1 of Appendix A)

Policy

1. Audit Committee Terms of Reference.

Consultation

2. Internal

- The Corporate Leadership Board
- Executive Member
- Executive Directorate Management Teams
- Monitoring Officer
- S.151 Officer
- Other Management

3. External

- Internal Audit Strategic Partner – KPMG
- External Auditor

Context

4. The Audit Committee has a strategic role to ensure that the Council's assurance framework is operating effectively. To this end, it should seek assurance that the key areas that contribute to this framework are operating properly.
5. The Council's Internal Audit service is a key component of the assurance framework and the Audit Committee's Terms of Reference includes a requirement to provide independent assurance to the Council in relation to internal audit activity. The Audit Committee need to consider if the planned Internal Audit work is appropriate and sufficient to provide the Committee with the assurance it requires. Public Sector Internal Audit Standards include guidance that the Committee should review and approve the Internal Audit work plan.
6. In developing the audit plans, the Council's risk register and a number of relevant external sources have been used to identify potential emerging risks which may be useful to the Committee. Links to these are provided below in the background papers section.

Proposal

7. The Audit Committee review and approve the draft Internal Audit Plan for quarter 1 2024/25. In doing so, the Committee should ensure that plan reflects their assurance needs from Internal Audit in the early part of 2024/25.

Other Options Considered

8. None necessary.

Risk Assessment

9. An adequate and effective internal audit service, as well as a statutory requirement, is an

integral part of good governance. A sound Internal Audit planning process minimises the risk of non-compliance with statute and good practice, and at the same time maximises the value that Internal Audit adds to the Council's governance arrangements and internal control environment.

Public Sector Equality Duties

- 8a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
 - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
 - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
 - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
 - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
 - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
 - tackle prejudice; and
 - promote understanding.
- 8b) No equalities assessment necessary for this report.

Legal and Resource Implications

Legal – Not applicable

Financial

(a) **Revenue** – Not applicable

(b) **Capital** – Not applicable

Land/Property - Not applicable

Human Resources - Not applicable

Appendices:

- **Appendix (A) – Internal Audit Draft Plan for Quarter 1 of 2024/25**

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

Corporate Strategy [Corporate Strategy 2022–27 \(bristol.gov.uk\)](https://www.bristol.gov.uk/corporate-strategy-2022-27)

Q3 Corporate Risk Report: [12 – Appendix A1 Q3 2023_24 Corporate Risk Report1.pdf \(bristol.gov.uk\)](#)

[How can further local authority failures be prevented? \(grantthornton.co.uk\)](#)

[Best value standards and intervention – a statutory guide for best value authorities: consultation – GOV.UK \(www.gov.uk\)](#)

[Global Risks Report 2024 | World Economic Forum | World Economic Forum \(weforum.org\)](#)

[Risk in Focus | Research reports | Policy and research | IIA](#)