



Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Overview and Audit Committee, 8 November 2023

Report title: Internal Audit Report – Update on the 2023/24 Annual Audit Plan

Lead Member: Councillor David Carroll

Report sponsor: Mark Hemming – Director of Finance and Assets

Author and contact: Maggie Gibb – Internal Audit Manager,
Maggie.Gibb@buckinghamshire.gov.uk, 01296 387327

Action: Noting

Recommendations: That Members note the progress on the Annual Internal Audit Plan

Executive summary: The purpose of this paper is to update Members on the progress of the annual Internal Audit Plan since the last meeting.

Work has progressed according to the approved 2023/24 plan, and regular discussions have been held with the Director of Finance and Assets to monitor progress.

The fieldwork for the Corporate Improvement Plans Assurance review was completed in quarter two and a number of recommendations were made that the service are taking forward.

The Partnership Working audit was completed in quarter two, and three findings were raised.

Medium Term Financial Planning Assurance review is currently in progress, fieldwork commenced in October.

Contract Management and Critical Supplier Management audit is scheduled for December.

The Core Financial Controls audit is currently being scoped and the fieldwork will commence in November.

The final reports will be presented to Members at the next Overview and Audit Committee meeting.

Financial implications: The audit work is contained within the 2023/24 budget.

Risk management: There are no risk implications arising from this report.

Legal implications: There are no legal implications arising from this report.

Privacy and security implications: There are no privacy and security implications arising from this report.

Duty to collaborate: Not applicable.

Health and safety implications: There are no health and safety implications arising from this report.

Environmental implications: There are no environmental implications arising from this report.

Equality, diversity, and inclusion implications: There are no equality and diversity implications arising from this report.

Consultation and communication: Not applicable.

Background papers:

Appendix	Title	Protective Marking
A	Progress against the 2023/24 Internal Audit Plan	Not applicable

Appendix A – Internal Audit Plan 2023/24

Auditable Area	Key Audit Objectives	Days Budget (Timing)	Risk Assessed	
Core Financial Controls	<p>To fulfil our statutory responsibilities, we will undertake work to provide assurance over key controls within the financial governance framework, which consists of the following key systems:</p> <ul style="list-style-type: none"> • Financial Control/Monitoring • Procure to Pay • Debtors • Capital • Financial Regulations • General Ledger • Reconciliations • Treasury Management <p>All audit findings from the 22/23 review will be followed-up to ensure that actions have been fully implemented.</p>	30 days	High	Audit being scoped, fieldwork planned for November
Corporate Improvement Plan Assurance	To provide assurance on all improvement plans and ensure that agreed actions are being implemented and agreed timescales are achievable.	15 days	High	Completed
Partnership Working	Partnerships are an effective way for the Authority to achieve its objectives, but they give rise to new and different risks, which need to be recognised, evaluated, and effectively managed. The review will assess the partnership arrangements in place and ensure they contribute towards the achievement of the Authority's objectives.	10 days	High	Completed
Medium Term Financial Plan	The ensure that the Authority has an approved Medium Term Financial Plan that is linked to the corporate objectives. The MTFP should provide a focus on both Revenue expenditure (day-to-day running costs of providing services) and Capital expenditure, delivered through a framework that allows for clear reporting and scrutiny by Senior Management and Members.	10 days	High	Fieldwork in progress
Contract Management and Critical Supplier Management	To ensure that the Authority has a clear understanding of key suppliers and understand the impacts of critical supplier failure. The review will evaluate the Authority's approach to managing its contracts and can both measure and capture planned benefits and savings.	10 days	High	Audit being scoped, fieldwork planned for December.
Contingency	A contingency has been included within the audit plan to provide flexibility and in recognition of an expected but as yet unspecified need. If the days remain as at the beginning of Q4 then they will be used to review some key Governance areas such as Project Management and Contract Management, with the agreement of the Director of Finance and Assets.	10 days	N/A	
Follow-Up General	To ensure all outstanding medium and high recommendations raised in previous audits are implemented.	10 days	Various	
Corporate Work	A proportion of the total audit resource is made available for 'corporate work'. Corporate work is non-audit specific activity which still 'adds value' or fulfils our statutory duties. Examples of this type of work include attendance and reporting to Management and Committee, and audit strategy and planning work. This also includes developing the Audit Plan, writing the Annual Report, and undertaking the annual Review of Effectiveness of Internal Audit.	10 days	N/A	
Total		105 days		