

Control	Audit review	Audit scope	Comments	Assurance
<b>Corporate controls</b>				
<b>Governance</b>				
	Corporate performance monitoring.	RACE-based review.	The corporate performance monitoring framework was amended at the start of the year and we will undertake a full audit of the new arrangements later in the year.	
	Responses to complaints - compliance with time limits and adequacy of responses	RACE-based review	This work has not yet begun.	
	Members' allowances and expenses, and declarations of interests, gifts and hospitality.	RACE-based review.	We reported in January 2013 that action had been taken to amend the operation of the scheme and that further work was planned to train new elected members, using plain English in the guidance. We will undertake a further full review of this area during the current year.	
	Officers' declarations of interests, gifts and hospitality	Follow-up of agreed action plan.	This work has not yet begun.	
<b>Working in strategic partnership</b>				
	Performance data quality and monitoring of OCL by LCC.	RACE-based review.	This work has begun and meetings have been held with key managers in OCL and LCC.	
	Funds flow between LCC and One Connect Ltd.	RACE-based review.	In October 2012 we gave substantial assurance over the controls over the flow of funds between the county council and One Connect Ltd (OCL). However the arrangements have developed over time and we have now begun a new review of this system.	
<b>Legislative compliance</b>				
	Advance consideration of the legal implications of decisions.	Follow-up of agreed action plan.	This work has not yet begun.	
	Assessment of the council's compliance with the Working Time Directive.	Data analysis and support to management.	We have undertaken data analysis that suggests that the council employs a number of staff on multiple contracts, or who have additional contracts with the county's schools, or who work additional hours above their contracted hours, and who therefore work on average in excess of 48 hours per week. In three cases we believe that staff have worked in excess of 60 hours per week. These findings are being considered by the corporate HR team with a view to developing more effective controls and support to management to manage these situations, and specifically by the managers of the teams employing the individuals identified. This work was initially undertaken to follow up the findings of an audit review of Lancashire County Commercial Group in 2010, but is more widely applicable than that service alone.	Limited.
<b>Information governance</b>				
	Overall corporate arrangements.	Information gathering and assessment.	Information governance arrangements are now subject to further development and the Internal Audit Service is supporting this work.	
<b>Business continuity and emergency planning</b>				
	Corporate arrangements for emergency planning.	Follow-up of agreed action plan.	This review is complete and good progress has been made to address the areas for improvement identified in our initial review of this area. A comprehensive emergency planning framework has been developed and, in particular, the risk assessment process and emergency planning carried out with the Lancashire Resilience Forum demonstrate good practice. Work has continued to ensure that business continuity plans are effective, and to develop the links between the council's business continuity arrangements and those of One Connect Limited relating to the services they provide to the council.	Substantial
<b>Cross-service controls</b>				
<b>Reablement service.</b>				
	The commissioning and provision of reablement.	RACE-based re-review – previously limited assurance.	The current arrangements are subject to further review by senior managers and it may not be possible to undertake an audit of this area during the year.	
<b>Transition from children's services to adult services.</b>				
	Transition from children's services to adult services.	RACE-based re-review – previously limited assurance.	The arrangements to support young people as they move from children's services to receiving services as young adults were re-designed during 2012/13, and we will re-review them this year.	

**Lancashire County Council internal audit plan 2013/14: progress as at 31 August 2013**

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<b>Transport</b>				
	Accessible transport arrangements including internal re-charges.	RACE-based re-review – some restricted audit work gave no assurance in 2011/12.	Audit work is at the planning stage and the scope of this work is being developed.	
	Safeguarding children's transport.	RACE-based re-review – previously limited assurance.	We have completed the audit from the 2012/13 plan and issued our report.	Substantial
<b>Lone workers</b>				
	Health and safety of lone workers.	Follow-up of agreed action plan.	We have completed this work and issued our report. Follow-up work in each Directorate will be scheduled for later in 2013/14.	Substantial
<b>Capital programme management</b>				
	Capital programme management.	RACE-based review.	This work has begun.	
<b>Common controls</b>				
<b>Financial controls</b>				
	Accountable body role; managing grant funding received by the council.	RACE-based review.	This work has not yet begun. The council receives considerable external funding from a variety of sources, and is required to comply with a wide range of conditions. It is important that finance and operational staff liaise effectively to ensure adequate control over this external funding.	
	Grant award and monitoring arrangements: managing grants awarded by the council.	RACE-based review.	This work has not yet begun.	
	Accounts payable.	Compliance testing.	Compliance testing of orders raised during the period April –June 2013 has been completed and work is continuing to test the arrangements operated for the period July – September 2013.	
	Accounts receivable.	Compliance testing.	This review is planned to commence in October 2013.	
	Budgetary monitoring and control.	RACE-based review.	This review is planned to commence in February 2014.	
	Cash and banking.	Compliance testing.	This review is planned to commence in October 2013.	
	Capital accounting	RACE-based review	This review is planned to commence in March 2013, and will consider the new Fixed Assets module .	
	General ledger.	Compliance testing.	This review is planned to commence in November 2013.	
	Payroll.	Compliance testing.	This review is planned to commence in January 2014.	
	Payroll data analysis	Database interrogation.	We have completed our fieldwork and are due to discuss our findings with management.	
	Treasury management.	RACE-based review.	Work has begun on this review to consider the arrangements operated from April 2013 to date.	
	VAT.	Compliance testing.	This work has recently commenced.	
	Oracle release 12 - ongoing implementation and further work on the controls established in phase 1 and phase 2.	RACE-based review.	We continue to be involved in work on this project, which includes work on the new fixed assets and procurement modules.	
<b>HR controls</b>				
	Leave and absence management	RACE-based review.	This work is contingent on obtaining appropriate reports from the HR service.	
	Hierarchies in the Oracle HR/ payroll system.	Follow-up of agreed action plan.	This review is planned to commence in October 2013.	
	Long term sickness absence	RACE-based review.	This work has not yet begun.	
<b>ICT controls</b>				
	Email usage.	Compliance testing.	We have completed our fieldwork and are due to discuss our findings with service management.	
	Team mailboxes.	RACE-based review.	This work has not yet begun.	
	Access databases.	RACE-based review.	This work has not yet begun.	
	Data protection legislation.	RACE-based review.	This work has not yet begun.	
	IT assets.	Compliance testing.	This review is planned to commence in November 2013.	
	Change management.	Compliance testing.	This work has not yet begun.	
	Password security.	Compliance testing.	This work has not yet begun.	
	Database security.	Compliance testing.	This review has recently commenced.	
	Network user management.	Compliance testing.	This review has recently commenced.	
	Incident management.	Compliance testing.	This work has not yet begun.	
	Backup arrangements.	Compliance testing.	This work has not yet begun.	
	Network access.	RACE based review.	This work has not yet begun.	

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Procurement	Security of mobile devices.	RACE-based review.	Based upon the information available to us we are satisfied that the security products deployed for mobile devices are fit for purpose. However, it was not possible to confirm that every product has been thoroughly tested and implemented to ensure adequate security is maintained in the operational environment. In addition, critical to the overall control framework for mobile devices is how the solutions available meet the council's information governance and assurance requirements. We acknowledge that this is an area the council is developing and a new policy framework was agreed by the council in March 2013. It is important that consideration is given to ensure that the current and any future arrangements meet this standard. Documented procedures are in place which enables OCL ICT Services to provide an efficient and effective service to customers in capturing and managing interactions through to a satisfactory conclusion.	Limited
	Help desk.	RACE-based review.		Substantial
	Procurement			
		Contracts and sourcing modules. Procurement controls across the council.	RACE-based review. Compliance testing.	This work has not yet begun. This work has not yet begun.
Service specific controls				
Adult and Community Services (ACS)				
	Social care supervision.	RACE-based review.	This work has begun and fieldwork is on-going. The current arrangements are subject to review by senior managers and it may not be possible to undertake an audit of this area during the year. We have completed our fieldwork and are due to discuss our findings with service management. This work has not yet begun. This work has not yet begun. This review is planned to commence in October 2013 Our fieldwork is almost complete and we will discuss our findings with service management in the next few weeks. Our fieldwork is almost complete and we will discuss our findings with service management in the next few weeks. As previously reported, the Internal Audit Service is represented on the project board and work has begun. Input is being coordinated with work on the CYP project board.  We plan to coordinate this work with the review of financial assessments within the Benefits Service in January 2014. This work has not yet begun.	
	Commissioning arrangements.	RACE-based review.		
	Care decision-making panels.	RACE-based review.		
	Hospital discharge model and social care support.	RACE-based review.		
	Capital programme management.	RACE-based review.		
	Social care case referrals management.	Compliance testing.		
	Non residential care system.	Compliance testing.		
	Payment and monitoring system.	Compliance testing.		
ISSIS replacement: advice and support re controls over configuration, security and implementation of replacement system.	Advice and support.			
Direct payments initial assessments.	RACE-based re-review.			
FACE (resource allocation within individual budgets).	Follow-up of agreed action plan.			
Benefits service				
	Direct payments financial assessment.	RACE-based review.	The timing of the three reviews is to be discussed and agreed with OCL senior management as the services have only recently formally transferred to OCL.	
	Assessment of service users income and collection of their contributions to their social care costs.	RACE-based review.		
	Care and Urgent Needs Support Scheme administration of community care grants and crisis loans.	RACE-based review.		
Customer service centre				
	Care Connect.	RACE-based review.	An initial planning meeting was held on 12 September 2013 and our fieldwork is due to commence following this meeting.	
Public health				
	On-going involvement and overview.	Critical friend audit involvement/ advice.	Discussions are ongoing with service management to determine the scope of our work around Public Health.	
	To be determined.	RACE-based review.		

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Children and Young People (CYP)																																														
	Working together with troubled families. Children's centres performance monitoring. Early intervention programme. Targeted youth support.  Music service. School capital programme. Personnel file documentation. Case file audit process.  Independent Reviewing Officers. Direct payments – initial assessments. Emergency payments to families.  Partnership working with the NHS to support children with mental health needs. School budget formula. Lancashire Safeguarding Children's Board – budget monitoring. Adoption and fostering allowances. School Performance and Financial Monitoring.  Children's trusts. Children's residential homes. Childrens centres – follow-up. Education Funding Agency grant certification. Liquid Logic and ContrOCC system implementation.	RACE-based review. RACE-based review. RACE-based review. RACE-based review.  RACE-based review. RACE-based review. Follow-up of agreed action plan. RACE-based re-review.  RACE-based re-review. RACE-based re-review. RACE-based re-review.  RACE-based re-review.  RACE-based re-review.  Follow-up of agreed action plan. Follow-up of agreed action plan.  Follow-up of agreed action plan. Follow-up of agreed action plan. Follow-up of agreed action plan. Grant certification audit. Advice and support.	Our work is continuing, building on the work we performed in 2012/13. This work has not yet begun. This work has not yet begun. We have agreed the scope of this audit and have commenced our fieldwork. The audit will focus on how the council identifies and delivers services to the appropriate young people. We have completed our fieldwork and are due to discuss our findings with the service's management team. We have begun to plan this work. This work has not yet begun. Our work has been delayed until the third quarter of the year as the service has experienced delays in implementing the actions agreed. We have commenced our follow-up work. We have commenced our follow-up work. We have agreed to delay the main follow-up work until after the new social care system has been implemented. However we will perform some interim follow-up work in the meantime and review the proposed design of the new system. This work has not yet begun.  We have completed our re-review. Limited progress had been made to implement our recommendations regarding monitoring of the LSCB budget. This work is nearing completion. We have completed our follow-up work. The actions agreed to improve controls over monitoring schools in financial difficulty and identifying schools approaching financial difficulty have yet to be fully implemented. This work has not yet begun. This work has not yet begun. We are nearing completion of our follow-up work. This work will commence shortly after further guidance from the EFA has been received. As previously reported, the Internal Audit Service is represented on the project board and work has begun. Input is being coordinated with work on the ACS project board.	Limited																																										
Schools and sixth forms																																														
	School reviews.          Follow-up of school reviews.  Thematic review - schools with public sports facilities.   Thematic reviews – pupil referral units, schools opening their own bank account and online payments.	Whole-school reviews.          Follow-up review.  Thematic review   Thematic review	Work has been completed as follows: <table><tr><th>School type</th><th>Number of audits</th><th colspan="4">Level of assurance</th></tr><tr><td></td><td></td><th>Full</th><th>Substantial</th><th>Limited</th><th>None</th></tr><tr><td>High school</td><td>4</td><td>0</td><td>4</td><td>0</td><td>0</td></tr><tr><td>Primary school</td><td>16</td><td>0</td><td>13</td><td>2</td><td>1</td></tr><tr><td>Special school</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Nursery school</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>20</td><td>0</td><td>17</td><td>2</td><td>1</td></tr></table>  We will follow up all recommendations where we gave a school limited or no assurance in 2012/13. Schools who have not made satisfactory progress will be reported to the School Improvement Challenge Board. We have completed this audit and our findings will be shared with all schools with sports facilities during September 2013.  We are planning to undertake three thematic reviews during the year. The areas covered may be changed depending on the risks and new challenges facing schools, but it is currently planned to cover pupil referral units, schools opening their own bank account and online payments.	School type	Number of audits	Level of assurance						Full	Substantial	Limited	None	High school	4	0	4	0	0	Primary school	16	0	13	2	1	Special school	0	0	0	0	0	Nursery school	0	0	0	0	0	Total	20	0	17	2	1	
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Lancashire County Council internal audit plan 2013/14: progress as at 31 August 2013

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<b>Environment</b>				
	Controls over one-team working, focussed on the Highways Service.	RACE-based review.	Work is due to commence in September 2013.	
	Disposal of scrap metal – issues arising from 2012/13.	RACE-based review.	This review has not yet begun.	
	Waste contract performance measures.	RACE-based review.	This review has recently started and we are working with the council's private finance partner to assess the adequacy of its reporting controls.	
	Schools' premises management framework.	RACE-based re-review.	This review has not yet begun.	
	Corporate premises management framework – overall arrangements.	RACE-based re-review.	This review has not yet begun.	
	Development control – section 106.	RACE-based re-review.	This review has not yet begun.	
	Highways asset management including corporate manslaughter.	Follow-up of agreed action plan.	This review has not yet begun.	
	Winter highways information management system.	Follow-up of agreed action plan.	This review has not yet begun.	
	Grant audit: Citizen Rail.	Grant certification audit.	This review has not yet begun.	
	Grant audit: CIVINET.	Grant certification audit.	This work is on-going; we are actively involved in supporting the preparation of an appropriate claim, and in certifying expenditure in accordance with EU requirements.	
	Grant audit: ENVIREO.	Grant certification audit.	Work has commenced on this claim.	
	Grant audit: Growth Point.	Grant certification audit.	Work will commence in October 2013.	
	Grant audit: Interreg IVB SusStations (NWE).	Grant certification audit.	This claim was completed in May 2013 and minor issues were resolved prior to submission.	
	Grant audit: Local Transport Capital	Grant certification audit.	Work will commence in October 2013.	
			We are discussing the audit requirements for this claim with service management.	
<b>Lancashire County Commercial Group</b>				
	Building cleaning.	RACE-based review.	This work is almost complete.	
	Payroll and additional payments – local arrangements.	RACE-based review.	The scope for this work will be developed in the forthcoming months.	
	Food stocks in schools.	Follow-up of agreed action plan.	This work has not yet begun.	
	Catering income.	Follow-up of agreed action plan.	This work has not yet begun.	
	Bus service operators grant.	Grant certification audit.	This claim is made twice-yearly and the first claim has been made and certified.	
<b>Economic Development</b>				
	Superfast broadband implementation and grant funding.	RACE-based review.	Work has not yet begun on this review.	
	Intensive Business Start Ups grant.	Grant certification audit.	Work will commence in October 2013.	
<b>Counter fraud service</b>				
<b>Counter fraud</b>				
	School income testing.	Compliance testing directed by data analysis.	This work has commenced and will identify schools that have not banked income for a particular period.	
	Review of expense payments.	Compliance testing directed by data analysis.	This work has commenced and our initial findings are being discussed with the HR team.	
	Review of supplier payments.	Compliance testing directed by data analysis.	This work has commenced and will be completed during the third quarter of the year.	
<b>National Fraud Initiative</b>				
	National Fraud Initiative testing.	Investigation of data matches.	In January 2013 we were provided with a number of data matches to investigate and are continuing to work with a number of managers around the council to investigate these.	
<b>Reactive work</b>				
	Responsive work to support management.	Individual investigations.	We have supported management, and continue to provide on-going support, on a number of investigations and disciplinary procedures.	