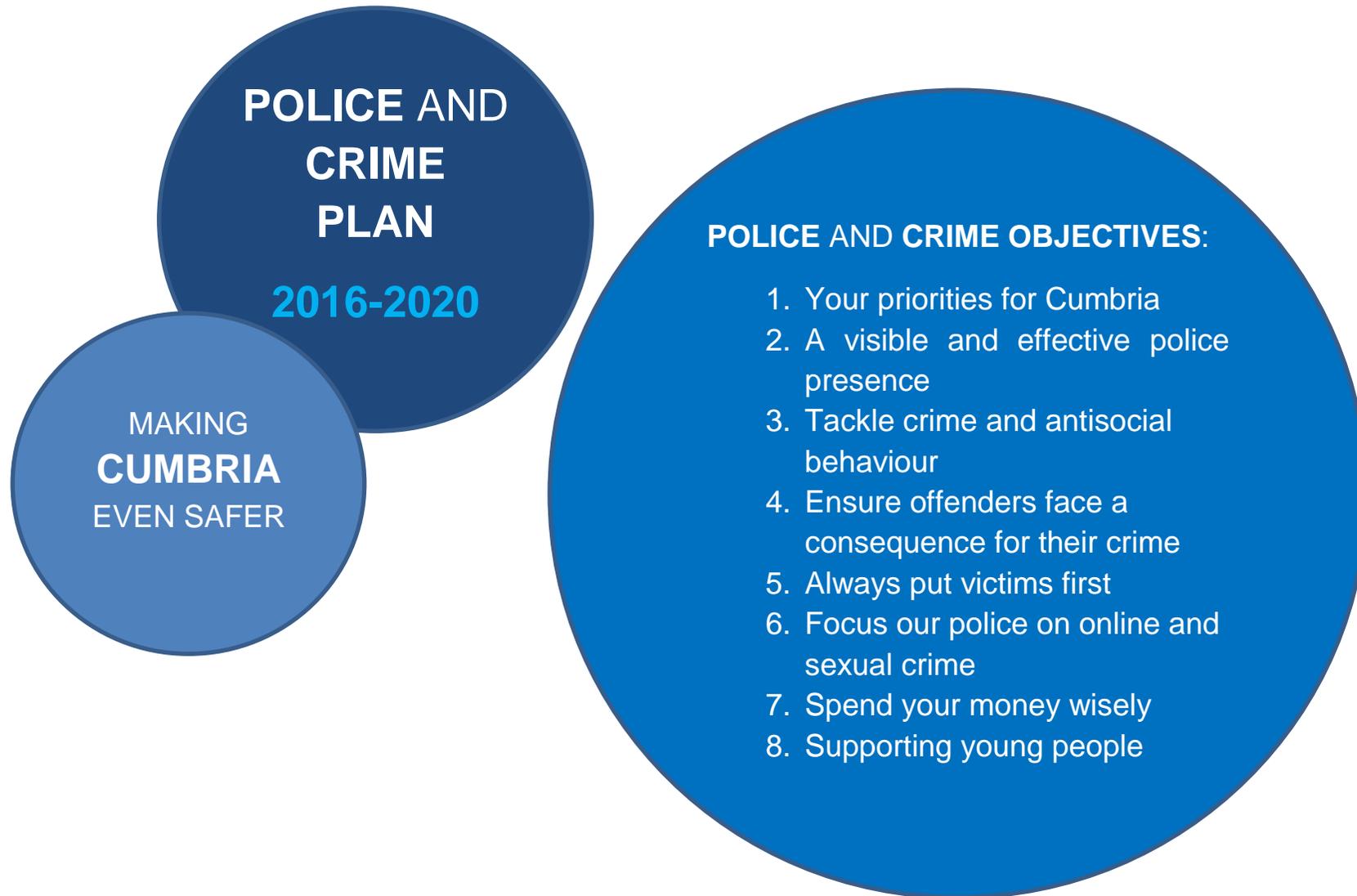


# Internal Audit Plan 2018/19

## 1. Introduction

1.1 The Internal Audit Plan for 2018/19 has been prepared based on analysis of the strategic and operational risk registers, Police and Crime Plan 2016-2020 and other factors affecting the OPCC and Constabulary in the year ahead.



## 2. Developing the Internal Audit Plan

2.1 The OPCC and Constabulary's strategic and operational risk registers have been used as the starting point for the development of the audit plan (see Appendix 1 for the full plan). The documented risks were used as a basis for audit planning discussions with members of the Leadership Team to identify the areas where independent assurance from Internal Audit was most appropriately focused in order to deliver the mandatory annual Internal Audit opinion.

2.2 We also supplemented these planning discussions with other sources of information to inform the audit plan as shown in the diagram below:



2.3 Following the External Quality Assessment of Internal Audit (EQA) undertaken in October 2017, we have sought to align the audit plan more closely with risks documented within strategic and operational risk registers. The plan also addresses the EQA recommendation to include some shorter key control audits. These audits will focus in on the key risks and controls within a system or service as opposed to

the full risk based audits which cover a broader range of management, regulatory, information, security and value objectives (as required by PSIAS).

2.4 Risks have also been identified thorough professional networks, review of other OPCC and Constabulary audit plans and attendance at training and development events. These have been considered within our risk assessment process and included within the plan as appropriate.

### 3. The Internal Audit Service

#### 3.1 Mission

3.1.1 The mission of internal audit is defined within the PSIAS as:

*To enhance and protect organisational value by providing risk-based and objective assurance, advice and insight.*

3.1.2 The plan has been prepared in line with the mission to ensure there is adequate audit coverage to deliver the mandatory annual assurance opinion as well as to fulfil the requirement to provide advice and insight to the organisation.

#### 3.2 Resourcing

3.2.1 The internal audit plan will be delivered by the in-house team of internal audit staff. Internal Audit is a shared service between the County Council and the Office of the Police & Crime Commissioner / Cumbria Constabulary. The number of audit days to be delivered for the OPCC and Constabulary is 281, as agreed in the Shared Service agreement. The current level of resource is appropriate to deliver the planned number of audit days.

3.2.2 Capacity has been made available within the plan for project support and advice work. This is in accordance with the mission statement and with the EQA report which identified an opportunity for internal audit to provide internal consultancy advice on controls as part of ongoing projects. This time has been made available as a result of reducing budgets on some key control / compliance audits.

### **3.3 Conformance with the PSIAS**

- 3.3.1 Under the PSIAS, internal audit is required to have an external quality assessment (EQA) every five years. The first assessment must be completed by 31 March 2018. The EQA of the Shared Internal Audit Service was undertaken in October 2017. The review concluded that the service 'generally conforms' with the standards and the 'audit methodology contains all the required elements of the standards'.
- 3.3.2 Arrangements are in place to address the recommendations arising from the assessment, and where appropriate, recommendations have been addressed in the preparation of this audit plan, eg closer linkages with risk registers, introduction of key control audits and the re-introduction of proactive project / advice work.
- 3.3.3 We have a rigorous Quality Assurance and Improvement Programme to ensure a high quality of service is maintained.

## Appendix 1 – Draft Internal Audit plan 2018/19

Audit Review	Description	Days
Risk Management (Constabulary)	Assurance to be provided over aspects of risk management as recommended within the 2017/18 External Quality Assessment of Internal Audit	20
Risk Management (OPCC)		
Emergency Services Mobile Communications Programme (ESMCP) and Emergency Services Network (ESN) (Constabulary)	<p>This has been the highest risk on the Constabulary’s strategic risk register for some time but the risk has been downgraded in the most recent review of the risk register. This is a national project and as such many of the risks and timescales are beyond the control of the Constabulary.</p> <p>JASC is asked to consider whether they are assured that the risk is effectively mitigated and whether Internal Audit assurance is required in this area.</p>	15
Governance Structure (Constabulary)	<p>New governance arrangements is a mitigating action against two of the risks in the Constabulary’s strategic risk register.</p> <p>The review will provide assurance that the arrangements as documented are operating effectively.</p>	10
General Data Protection Regulation (Constabulary)	<p>This area is a risk on the “People” operational risk register.</p> <p>The audit will provide assurance over the implementation of the new regulation.</p>	25
General Data Protection Regulation (OPCC)		
Specified Information Order (OPCC)	The audit will provide assurance over compliance with the statutory requirements of the Elected Local Policing Bodies (Specified Information) Order 2011.	10

Audit Review	Description	Days
Digital Media Investigation Unit	<p>This audit has been brought forward from the 2017/18 plan at the request of management and as reported to JASC in September 2017.</p> <p>The Unit was created in 2016/17 and has not yet been subject to an internal audit review.</p>	15
Command and Control Room and 101	Identified as a priority for internal audit review through audit planning discussions with management and will include the vulnerability / safeguarding pilot being run in CCR. Scoping of the audit with management may result in two separate pieces of work in this key area.	30
Neighbourhood Policing Hubs	Identified as a priority for internal audit review through audit planning discussions with management.	20
Overtime Spend	Identified as a priority for internal audit review through audit planning discussions with management.	10
Workforce Planning	Identified as a priority for internal audit review through audit planning discussions with management.	15
Force Tasking and Co-ordination	Audit to provide assurances around the alignment of Tasking in Territorial Policing Areas with HQ Tasking, following changes implemented.	20
Victims Code of Practice	This audit links to the objective in the Police and Crime Plan; to always put victims first. The audit will provide assurance over the arrangements in place to ensure compliance with the Ministry of Justice's Code of Practice for Victims of Crime.	15
Main accounting system	Cyclical financial system audit which will focus on compliance with key controls.	10
Debtors	Cyclical financial system audit which will focus on compliance with key controls.	5
Payroll	Cyclical financial system audit which will focus on compliance with key controls.	10

Audit Review	Description	Days
Pensions	Cyclical financial system audit which will focus on compliance with key controls. Agree financial elements	10
Project Support / consultancy <ul style="list-style-type: none"> <li>• SAAB project</li> <li>• Blue Light</li> <li>• Governance structure</li> <li>• Assurance mapping</li> </ul>	Following the EQA, we have incorporated some project support / consultancy work within the audit programme. This will not impact on our core assurance work.	10
Follow Ups <ul style="list-style-type: none"> <li>• Offender Management</li> <li>• Criminal Justice Unit</li> <li>• Stingers</li> <li>• Receipt Handling &amp; Storage of drugs</li> </ul>	In accordance with our internal audit methodology, all audits resulting in Partial or Limited assurance are followed up. We will provide confirmation of the actions management have reported as implemented in the quarterly monitoring report to JASC.	20
Attendance at Police Audit Training & Development event	This is an important part of the development of the internal audit service to the OPCC / Constabulary and provides insights into current issues, risks and audit matters relevant to our police audit work.	2
Internal audit management	Time is built into the plan for the management of the shared service in relation to work undertaken for the constabulary and the Commissioner's Office, to include: Attendance at Audit & Standards committee (5 meetings in year) Preparation of progress reports, annual reports and opinions Audit planning Management liaison Effectiveness of internal audit – Compliance with PSIAS	4 6 9 4 1

<b>Audit Review</b>	<b>Description</b>	<b>Days</b>
<b>Total</b>		<b>296*</b>

\*Total audit days includes 281 as included within the Shared Service Agreement and 15 days carried forward from 2017/18 at management's request.

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