

INTERNAL AUDIT - 2017/18 PLAN

A. INTERNAL AUDIT ASSIGNMENTS

| Service Audits | Risk | Est. Staffing Days | Comments |
|------------------------------------|-------------|---------------------------|-----------------|
| Payroll & Pensions | M | 40 | 2nd Quarter |
| Ferries | H | 50 | 2nd Quarter |
| Train Shetland - Short Courses | M | 20 | 3rd Quarter |
| Insurance | M | 10 | 4th Quarter |
| Human Resource Management & Safety | M | 50 | 4th Quarter |

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Annual Reviews

| | | | |
|----------------------------------|--|----|-------------|
| Performance Indicators | | 5 | 2nd Quarter |
| Credits - Shetland College | | 10 | 3rd Quarter |
| Hardship Fund - Shetland College | | 2 | 3rd Quarter |
| LEADER | | 10 | 3rd Quarter |

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Corporate Reviews

| | | | |
|--|---|----|---|
| Data Protection & Retention & Destruction – (to be developed to include information classification and information security) c/fwd | H | 30 | 3rd Quarter in conjunction with Team Leader - Administration |
| Scottish Welfare Fund c/fwd | M | 3 | 1st quarter |
| Contract Review | H | 50 | 1st Quarter - Further contract review following on from previous work in this area. |
| Risk Assessments | H | 30 | 1st Quarter - In conjunction with risk management and consultation with safety |
| Lair Reservation System | M | 10 | 2nd quarter - Review new procedure |
| Absence Management | M | 20 | 3rd Quarter |
| Grants | M | 30 | 3rd Quarter - Grants to external bodies |
| Telematics | M | 30 | 4th quarter review new system |

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IT Reviews

| | | | |
|--------------------------|---|-----------|--|
| Back Up Systems c/wd | H | 8 | 1st quarter |
| ICT Inventory Management | H | 10 | 3rd quarter - Inventory across SIC |
| Network Access | | 5 | 3rd quarter - Access control - starters / leavers / amendments |
| ICT Business Continuity | H | 5 | 3rd Quarter - Systems recovery |
| Project Boards | | 5 | Ongoing |
| Systems Access | | 10 | Relating to service audits |
| | | 43 | |

Other Issues for 17/18

| | | | |
|-------------------------------|--|-----------|---|
| Follow Up Audit Monitoring | | 5 | Key audit issues from 16/17 audits - 3rd & 4th quarters |
| Integration Joint Board (IJB) | | 30 | 10 c/wd 16/17 - 17/18 4th Quarter |
| | | 35 | |

B.CONTINGENCY, ADMINISTRATION & MANAGEMENT

| Subject | R/Order | Staffing Days | Comments |
|-------------------------------|---------|---------------|----------|
| Service Management | | 70 | |
| Contingency | | 17 | |
| Administrative Duties | | 50 | |
| Estimate | | 137 | |
| TOTAL STAFFING DAYS REQUIRED | | 615 | |
| TOTAL STAFFING DAYS AVAILABLE | | 0 | |

| | | | |
|--|--|----|-------------|
| C/wd Audit Plan 16/17 | | | |
| Dat Protection & Retention & Destruction | | 30 | 2nd quarter |
| IJB | | 10 | 1st quarter |
| Back up systems | | 8 | 1st quarter |
| Scottish Welfare Fund | | 3 | 1st Quarter |