

INTERNAL AUDIT - 2016/17 PLAN

A. INTERNAL AUDIT ASSIGNMENTS

New Assignments (Service)

Risk Est. Staffing Days Comments

Audits

c/fwd Audits in progress		30	1st Quarter
Housing	M	50	1st Quarter
Schools	H	110	2nd Quarter
Transport inc Bus Revenue	M	30	3rd Quarter
Building Standards	M	15	1st Quarter

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Annual Reviews

Performance Indicators		5	2nd Quarter
SUMS		10	3rd Quarter
Hardship Fund		2	3rd Quarter
LEADER		10	3rd Quarter

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Corporate Reviews

Recruitment	M	25	4th Quarter
Data Protection & Retention & Destruction – (to be developed to include information classification and information security)	H	30	4th quarter in consultation with Team Leader - Administration
Sales Invoices	M	20	3rd Quarter
Scottish Welfare Fund	M	3	4th Quarter
Hansel / Comfort Funds	H	10	2nd Quarter
SIC NFI Arrangements	M	5	2nd Quarter
Capital Project - New AHS	H	20	1st Quarter

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IT Reviews

Physical & Environmental Security	H	10	2nd Quarter
Back Up Systems	H	10	3rd Quarter
Service Desk Incident Problem Management	M	10	4th Quarter
Project Boards		10	Ongoing
Systems Access		10	Including Seemis

50**Other Issues for 16/17**

PSIAS Audit Orkney		10	1st Quarter
Follow Up Audit Monitoring		10	Community Care & Asset & Properties, ICT stock & HR issues from work done 15/16 not complete - 3rd Quarter
H & SCI Joint Board		20	Ongoing finalise 4th quarter

40**B. INVESTIGATIONS ADMINISTRATION & MANAGEMENT**

Subject	R/Order	Staffing Days	Comments
Service Management		70	
Contingency		17	
Administrative Duties		50	
Estimate		137	

TOTAL STAFFING DAYS REQUIRED

602

C/fwd Audit Plan 15/16			
In Progress:			
Children & Families / Children's Resources		25	1st Quarter
PCI Payment Card Industry		5	1st Quarter