

APPENDIX A

NORTH WALES FIRE AND RESCUE AUTHORITY

Internal Audit Section – 2006/07 Annual Summary of Recommendations and Audit Opinions

	Auditable Area	Audit Coverage	High	Medium	Low	Total	Agreed by Mgmt	Audit Opinion
1	Retained Stations – Conwy & Denbighshire	Payments to Retained Firefighters; Ordering of Goods and Services; Station Inventories; Vehicle Fuel, Maintenance and Usage; Log Books.	3	1	1	5	5	Good
2	Fire and Rescue Service Headquarters	Collection, Receipt and Banking of Income; Ordering and Payment of Goods and Services; Budgetary Control; Inventory Records.	1	3	1	5	5	Good
3	Information Technology	Review of Internet and E-Mail Controls	0	6	3	9	Final Audit Report Not Issued as at Date of Executive Panel	Satisfactory
		Totals	4	10	5	19	10	
							Good	2
							Satisfactory	1
							Adequate	0
							Unsatisfactory	0

North Wales Fire and Rescue Authority

CONWY COUNTY BOROUGH COUNCIL

Summary of Internal Audit Activity 2006/07

	Department / Service	Planned Days 2006/07	Actual Days 2006/07
1	Fire and Rescue Service Headquarters	13	15
2	Retained Firefighters Stations	10	10
3	Payroll Systems - Wholetime	12	Deferred to 2007/08
4	Information Technology – Internet and E-Mail Controls	8	9
5	Fire & Rescue Service Planning & Reporting (Including SIC 2005/06 Consultancy)	5	11
6	Follow ups – Fleet Management	2	2
	TOTAL DAYS	50	47

Days Allocated 2006/07	50
Actual Days 2006/07	47
Total Days C/F to 2007/08	03

**North Wales Fire and Rescue Authority
CONWY COUNTY BOROUGH COUNCIL
Draft Internal Audit Annual Plan 2007/08**

Needs Ass't Ref	Audit Review	Comments	Days	Planned Timing
Risk Area - People Management				
14	Recruitment & Selection	Compliance with Recruitment Policies & Procedures; Equalities and Inclusion; Pre-employment Checks; Performance Management	8	Jan 07
Risk Area – Financial and Fraud Risks				
17	Payroll	To review the internal controls operating over starters and leavers.	5	May 07
22	Fleet Management and Fuel	To review the internal controls operating, records maintained and monitoring by management of fuel issues and usage.	8	October 07
25	Equipment Security and Inventory	To review the following in respect of equipment: <ul style="list-style-type: none"> • inventory level • recording and reviewing • Marking of Equipment • Loan of Equipment • Physical Security of Location • Insurance 	8	October 07
27	National Fraud Initiative	Preparing information for data matching exercise and conducting investigations on information received.	5	May 07
Risk Area – Information Management & Technology				
32	Network Management		8	Nov 07
Other Audit Work				
-	Audit Planning, Annual Report and Management	Provision for time required for management element of contract.	5	
-	Follow up of Previous Recommendations	Following up recommendations made in 2006/07 which are not covered in the above programme.	3	
-	Contingency Reserve	For unplanned work identified during the year and liaison/advice as required.	3	
Total Days Required for Audit Work			53	

Days Allocated 2007/08	50
Days b/f from 2006/07	03
Total Days Available 2007/08	53

APPENDIX D

NORTH WALES FIRE AND RESCUE AUTHORITY
Internal Audit Needs Assessment and Audit Plan for 2007/08

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
Risk Area – Strategic Management and Governance						
1	Corporate Governance	Legal Compliance Arrangements; Policy and Decision Making; Scheme of Delegation; Codes of Conduct - Officers; Codes of Conduct - Members; Training and Awareness; Chief Officers Pay; Standing Orders and Financial Regulations; Anti-fraud and Whistle-blowing; Environmental Policy.	A			Wales Audit Office Coverage – Annual Audit Letter includes an assessment of the governance arrangements.
2	Service Planning	Corporate Planning; IRMP; BVPP; Service Unit Plans; CPA Improvement Plan; Modernisation; Consultation; Risk Assessment; Resourcing and Financial Approval; Improvement Co-ordinating Unit	B			
3	Performance Management	Roles and Responsibilities; Target Setting; Data Collection; Data Quality Control; Reporting; Use of Management Information to support Service Improvement.	A			Wales Audit Office Coverage – Review 2005/06

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment	2007/08 Days	Comments
4	Risk Management, Emergency Planning and Business Continuity	Policy and Framework; Roles and Responsibilities; Training; Corporate Risk Register; Integration with Management Processes ; Monitoring and Assurance Mechanisms; Reporting; Emergency Planning; Risk Assessment; Business Continuity; Urban Search and Rescue; Compliance with CCA 2004; Working with Partner Agencies and Local Businesses; Resilience Forums; Mobile Conference Facilities;	A		WAO Risk Management Strategy 2005.
5	Equalities and Diversity	Compliance with Legislation; Policy, Practice and Procedure; Responsibilities; Awareness and Training; Performance Management.	C		
Risk Area – Operational Service Delivery					
6	Control Room Operations Incident Response and management	Compliance with Key Risk Mitigation; Mobilisation Procedures; Incident Response Prioritisation; Monitoring and Measuring Performance; Staffing and Resources; Training; Incident Command System.	C		The possibility of sharing the Police Control Room in St Asaph is being reviewed and the area is currently not considered appropriate for 2007/08 coverage. Making Connections Agenda

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
7	Hoax Call Procedures	Policy and Procedure; Recording and Monitoring; Education; Communication.	C			
8	Community Fire Safety and Arson Task Force	Communication; Education; Resourcing Risk Profiling; Working with Business, LEAs, CYPT, YOT, other FRSS Sprinklers project; Smoke Alarms; Home Fire Safety Checks; Community Safety Events; Vehicle Recovery.	C			
9	Inspection & Investigations	Compliance with Policy; Inspections Programme; Online assessments; Compliance with building control; Issue of licences/certificates; Income from inspections and licences.	C			
10	Partnership Working	Partnership Governance; Risk Assessment; Crime and Disorder Reduction; Local Strategic Partnership; Local Area Agreements; LEAs and others.	B			WAO National Review of Partnership Working 2006/07.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
Risk Area – People Management						
11	Health and Safety	Compliance with Legislation; Policy, Practice, Procedure; Responsibilities Awareness and Training Performance Management Incident Monitoring and Reporting; Insurance (Public and Employers liability)	B			
12	Managing Attendance (uniformed and non uniformed)	Compliance with Policy; Reporting and recording absence; Performance Information.	C			WAO National Review of Sickness Absence 2006/07.
13	Staff Training and Development (uniformed and non uniformed)	Implementation of IPDS; Skills Assessment; Development Portfolios; Personal Development Reviews; Performance Appraisal; Training Facilities; Joint Training Schemes; Succession Planning; Leadership Development (Service Improvement); Value Centred Training.	C			
14	Recruitment and Selection	Compliance with Recruitment Policies and Procedures; Equalities and inclusion; Pre-employment checks; Performance Management.	C		8	

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
Risk Area – Project Management						
15	Project Management	Special Projects Unit; Roles and Responsibilities; Project Prioritisation; Risk Assessment; Compliance with Prince 2; Training in Project Management; Monitoring and Delivery; Financing.	B			
Risk Area – Financial and Fraud Risks						
16	Financial Planning & Budgetary Control	Funding Arrangements Resource Allocation Medium Term Financial Planning Budget setting and approval Financial delegations Budget Holder Training Budget Monitoring Financial Forecasting/Reporting	A			WAO Annual Review 2006/07.
17	Payroll	Starters, Leavers, Amendments; Payment Control; Certification; Accuracy; Monitoring; Reporting.	A		5	
18	Employee & Members Allowances	Claims, authorisation and Processing in respect of: Travel and Subsistence; Long Service Awards; Relocation; Residential Allowances; Medical Allowances.; Other Material Allowances.	D			Internal Audit Review of Members Allowances 2005/06. Audit Opinion was Good.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
19	Pensions	Notification to Administering Authority; Verification of Changes; Unfunded Charges.	C			WAO place reliance on Clwyd Pensions Fund.
20	Procurement & Purchasing	Procurement Strategy; Efficiency and Value for Money; E Procurement; Compliance with Financial regulations and Contract Standing Orders; Purchasing and Payment Procedures; Credit Card Expenditure; Cash Expenditure.	B			WAO Annual Opinion in respect of VFM.
21	Capital Strategy and Accounting	Strategy and Programme Setting/Approval; Monitoring; Capitalisation/ Authorisation of Expenditure ; Prudential Borrowing; Fixed Asset Management and Accounting; Fixed Asset Register; Asset Valuation/Depreciation; Insurance; PFI Schemes incl VAT.	A			WAO 2006/07 Coverage – Review of Final Accounts, Fixed Asset Register etc.
22	Fleet Management and Fuel	Procurement/Leasing; Management and Strategic Alignment; Maintenance and Inspection; Fuel Issues and Usage; Disposal; Insurance.	C		8	Internal Audit Review of Fleet Management 2005/06. Review did not include fuel issues and usage. Audit Opinion was Good.
23	Income Collection & Banking	Receipt of Funds; Grant Income; Precept Income: Collection and Accounting Procedures;	C			Review of Income Collection and Banking undertaken as part of NWFRS HQ Audit 2006/07. Audit Opinion was Good.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment	2007/08 Days	Comments
		Miscellaneous Income; Compliance with Charging Policy; Inspection Certificate Income; Cash Security and Banking; Insurance.			
24	Stores	Stock Control, Valuation and Recording; Purchasing and Receipt; Security of Stores; Security of IT System; Issue and Returns Procedures; Insurance.	D		Internal Audit Review 2003/04. Audit Opinion was Good.
25	Equipment Security and Inventory	Inventory Level; Recording and Reviewing; Marking of Equipment; Loan of Equipment; Physical Security of Location; Insurance.	C	8	
26	Utility Costs and Service Contracts	Tendering and Value for Money; Monitoring Energy Costs; Compliance with Financial Regulations.	C		
27	National Fraud Initiative	Payroll Download; Creditors Download; Investigation of Output from National Matching Exercise.	A	5	NFI data matching of payroll and creditors data to be conducted every 2 years.
28	Main Financial Systems <ul style="list-style-type: none"> • Payroll • Creditors • Debtors • Treasury Management • Accounting System • Anti Fraud 	Completeness, Accuracy and Validity of Transactions; Correct Accounting; Monitoring and Reporting; Efficiency; Value for Money; Documentation of Systems; Compliance with Financial Regulations and Procedures.	A		Covered by Audit of CCBC Systems on an annual basis.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
Risk Area – Reputation and Public Confidence						
29	Complaints Procedures	Policy, Procedure, Best Practice; Compliance; Monitoring and Reporting; Service Improvement; Compensation.	C			
30	Corporate Communications	Communications Strategy; Marketing and Media; Responsibilities; Incident monitoring.	C			
Risk Area – Information Management and Technology						
31	IT Strategy and Management	Strategy Development and Resourcing; Policies and Management Framework; Internet and Email Control; Responsibilities; ICT Procurement and Development; Insurance.	C			
32	Network Management	Security and Control; Physical and Logical Security; Back Up and Disaster Recovery; Performance; Hardware, Media, Topology; Security and Control: Management Support: Communications Software; Wireless Connections.	C		8	
33	Telecomms (non control room)	Security and Control; Physical and Logical Security; Back Up and Disaster Recovery.	C			WAO Coverage 2006/007.

	Main System and Subsystem	Potential Areas for Audit	Risk Assessment		2007/08 Days	Comments
34	E Government	Strategy; Resourcing; Initiatives; Performance.	C			
35	Control Room IT	Cell Phones; Radio System; Call Out System; Physical Security; Back Up and Disaster Recovery; Performance Monitoring.	C			
36	Data Protection / Freedom of Information	Compliance with Legislation; Staff Awareness; Information requests; Monitoring and Performance.	C			
Risk Area – Other Systems						
37	Canteen Operation	Agreement and Monitoring; Food Hygiene and cleanliness; Staff Training; Income Collection and Banking; Ordering Procedures.	C			
Risk Area – Other Audit Work						
	Audit Planning, Annual Report and Management				5	
	Follow up of Previous Recommendations				3	
	Contingency Reserve				3	
			Total 2007/08 Coverage		53	
<p>Risk Assessments – The Needs Assessment documents each project and allocates a risk rating in respect of each auditable area, based on the completion of a risk matrix held on the Internal Audit Section’s Apace Audit Planning and Control System. The risk assessment dictates the degree of risk and the subsequent frequency of each audit. Where an area has not been recently reviewed by either Internal Audit or WAO a ‘C’ risk rating is allocated until such time as an audit review is performed and an informed opinion can be made. The current risk ratings are as follows:</p> <ul style="list-style-type: none"> • Risk Rating A - High Risk Requiring an Annual Review • Risk Rating B - High Risk Requiring a review every 2 years • Risk Rating C - Medium Risk Requiring a review every 3 years • Risk Rating D - Low Risk Requiring a review every 4 years 						

