

**Internal Audit Allocation 2020/2021****APPENDIX 2**

<b>DESCRIPTION</b> (analysis of description overleaf)	<b>DAYS</b> <b>2020/21</b> 1 July 2020 to 31 March 2021	<b>DAYS</b> <b>2019/20</b> 1 April 2019 to 31 March 2020	<b>VARIANCE</b>	<b>NOTES</b> (overleaf)
<b>Total available days</b>	<b>780</b>	<b>953</b>	<b>(173)</b>	<b>1</b>
1 internal audit manager (52 weeks x 5 days) x 9/12 months	195	260	(65)	
1 auditor (52 weeks x 5 days) x 9/12 months	195	260	(65)	
1 auditor (52 weeks x 5 days) x 9/12 months (2-month vacancy in 2019/20)	195	217	(22)	
1 auditor (52 weeks x 5 days) x 9/12 months (2-month vacancy in 2019/20)	195	217	(22)	
<b>Total lost days</b>	<b>134</b>	<b>151</b>	<b>(17)</b>	<b>2</b>
Annual leave entitlement (planned)	86	95	(9)	
Public holidays, office Christmas closure (planned)	28	36	(8)	
Sickness absence (unplanned)	20	20	0	
<b>Total non-chargeable days</b>	<b>54</b>	<b>82</b>	<b>(28)</b>	<b>3</b>
Administration	30	40	(10)	
Training and development	12	32	(20)	
Corporate and internal audit team meetings	12	10	2	
<b>Total chargeable days</b>	<b>592</b>	<b>720</b>	<b>(128)</b>	<b>4</b>
Internal audit plan 2019/20	55	0	55	
Internal audit plan 2020/21 (planned assurance)	315	452	(137)	
Internal audit plan 2020/21 (planned consultancy)	40	0	40	
Consultancy (unplanned)	45	32	13	
Contingency/investigations (unplanned)	27	58	(31)	
Ad-hoc advice	27	42	(15)	
Internal audit follow up	18	28	(10)	
Audit management	65	100	(35)	
Town and parish council audits	0	8	(8)	
<b>Total lost, non-chargeable, chargeable days</b>	<b>780</b>	<b>953</b>	<b>(173)</b>	
<b>Proportion of chargeable days</b>	<b>76%</b>	<b>76%</b>	<b>0%</b>	
<b>Proportion of non-chargeable days</b>	<b>7%</b>	<b>9%</b>	<b>(2%)</b>	
<b>Proportion of lost days</b>	<b>17%</b>	<b>16%</b>	<b>1%</b>	

**Analysis of description****Administration**

- Appraisals
- Progress and 1-2-1 meetings
- Filing
- Timekeeping (timesheets, time allocation, individual work plans)
- Staff briefings
- E-mails/correspondence
- Recruitment

**Training and development**

- In-house corporate training (IT, new systems, HR training programme)
- External role related training (management, fraud, audit)
- Study leave for professional qualifications or other role specific training

**Team meetings**

- Internal audit, finance managers, operational management group, statutory officers, portfolio holders

**Audit management**

- Preparation and attendance at committee
- Revision of audit procedures
- Quality assurance/file reviews
- Liaising with external audit
- Raising the profile of internal audit
- Attendance at corporate internal and external networking meetings
- Internal audit presence on the website and intranet at both sites
- Preparation and monitoring of the internal audit plan
- Budgetary control
- Delivery of training
- Performance management
- Recommendations database (maintenance and non-audit specific work)
- Corporate fraud

**Ad-hoc advice**

- Informal responsive advice to queries from officers

**Consultancy/system development**

- Formal governance, risk and control project work based on agreed terms of reference (i.e. project member for implementation of new systems, system mapping, delivery of training to members and staff)

**Contingency/investigations**

- Responsive work issued and agreed by the S151 officer, joint audit and governance committee, members or management team

**Town and parish councils**

- Provision of internal audit services to town and parish councils

**Five Councils Partnership**

- Audit assistance in relation to Capita services (i.e. Exchequer services and IT) as requested by senior management

**1. Total available days decreased by 173 from 953 to 780**

- The calculation of available auditor days is based on a fully staffed internal audit team for the remaining nine months of the year (July 2020 to March 2021). During quarter one of 2020/21, the internal audit team assisted in the councils' response to Covid-19 (i.e. business and discretionary grant work). The 2019/20 calculation allowed for two auditor vacancies for two months.

**2. Total lost days decreased by 17 days from 151 to 134**

- **Annual leave entitlement (less 9 days):** one long serving auditor has additional annual leave entitlement (five days) and one auditor has purchased additional annual leave (five days). The 2020/21 annual leave days is pro-rated for the remaining nine months. In 2019/20 the two-month auditor vacancies reduced the total annual leave days.
- **Public holidays and office closure (less 8 days):** allocation of seven public holidays per auditor in 2020/21. The two auditor vacancies in April and May of 2019/20 reduced the total public holidays by eight days.
- **Sickness absence (no change):** allowance of five sick days per auditor.

**3. Total non-chargeable days decreased by 28 days from 82 to 54**

- **Administration (less 10 days):** allocation based on the average number of days used over the last three years, pro-rated for the remaining nine months in 2020/21. In 2019/20 the two auditor vacancies reduced the allocation of administration days.
- **Training and development (less 20 days):** allocation of three days per auditor for in-house and external training, based on the average number of days used over the last three years.
- **Corporate/team meetings (plus 2 days):** allocation of three days per auditor, based on the average number of days used over the last three years.

**4. Total chargeable days decreased by 128 days from 720 to 592**

- **Internal audit plan 2019/20 (plus 55 days):** allocation of 55 days for the completion of four 2019/20 audits, which have not been finalised by 31 March 2020.
- **Internal audit plan 2020/21 (planned assurance) (less 137 days):** the number of planned assurance audits has decreased to accommodate the remaining nine months of 2020/21, due to Covid-19.
- **Internal audit plan 2020/21 (planned consultancy) (plus 40 days):** there are two planned consultancy audits in 2020/21 - no planned consultancy audits were scheduled for 2019/20.
- **Consultancy (unplanned) (plus 13 days):** allocation of five days per service area (four days in 2019/20), based on audit planning discussions.
- **Contingency/investigations (unplanned) (less 31 day):** allocation of three days per service area, which is based on the average number of days used over the last three years.
- **Ad-hoc advice (less 15 days):** allocation of three days per service area, which is based on the average number of days used over the last three years.
- **Internal audit follow up (less 10 days):** allocation of 10 days for 2019/20 follow ups and eight days for 2020/21 follow ups.
- **Audit management (less 35 days):** allocation is in line with the average number of days used over the last three years, pro-rated for the remaining nine months.
- **Five Councils Partnership (no change):** 20 days budgeted for audit assistance in relation to services coming back in-house.
- **Town and parish councils (less 8 days):** internal audit services are no longer offered to town and parish councils.