



2019-2020

Internal Audit Plan

Registers of Scotland



Internal Audit Directorate

Paper no:

Meeting date:

Agenda item:

Purpose: For Information and Comment

Issue Date: 05/02/2019

Introduction

1. This paper provides the Audit and Risk Committee (ARC) with information on the background process for compiling the annual Internal Audit Plan and the proposed Plan covering 2019-20 for Registers of Scotland (RoS). The ARC is invited to consider and comment on the draft plan.
2. The responsibility for provision of internal audit services passed to Scottish Government Internal Audit Directorate (SGIAD) on 1st April 2018. This is the second plan presented under this new arrangement.

Internal Audit Planning

3. The creation of the annual Internal Audit Plan links closely, but not exclusively, to the assessment of risk within individual organisations. The Revised Public Sector Internal Audit Standards (PSIAS¹) came into force from March 2017 and set the guidelines for this approach.

4. In developing potential areas of coverage, we seek information from a broad range of sources (see diagram below).



5. This exercise will be carried out regularly to ensure that IA plans continue to provide an effective and efficient audit service by concentrating our resources on key activities and risks which are relevant to the organisation's purpose and objectives. The annual plan will be reviewed each quarter prior to the Audit and Risk Committee to ensure it remains current and reflects up to date priorities and risks. Members will be consulted if changes to the plan are required in-year.

6. In preparing the plan we have reviewed key strategic documents and consulted with senior managers, including the Keeper of the Registers of Scotland and the Accountable Officer, to ascertain key priority areas for coverage. Risks and priorities will change during the year and we will be open to amend the plan throughout the

year if priorities change. In line with discussion held with management and based on previous Internal Audit plans we estimate that we will provide 100 days internal audit at a fee of £40,000. The 100 days will comprise direct audit time, strategic management – this is the HIA service – attendance at Audit Committees, preparation of an annual plan, provision of the annual assurance, engagement with senior management etc. There is also provision for ad hoc advisory work. The split between direct audit and advisory will be flexible as we work through the plan depending on where risks are and where we can best add value.

Plan Content

7. **Annex A** provides the proposed annual Internal Audit Plan for 2019-20 including an initial outline scope of the areas to be covered during the review.

Assignment Planning

8. Subject to Members' agreement of the Plan, and in line with established practice, before the start of each audit we will meet with the relevant client areas to finalise and expand on the scope of the individual assignments to ensure that our audits add value.

Action by Committee

9. The Committee is asked to review and comment on the proposed plan of work.

Iain Burns

Senior Internal Audit Manager

Scottish Government Internal Audit Directorate

02 April 2019

Registers of Scotland Internal Audit Planning 2019-20

Audit Title	Outline Scope	Provisional Review Date
Certificates of Assurance (Advisory/Assurance)	Advisory work on reliability of evidence. Est 5 Days	Q1
Customer Satisfaction/Complaints Process (Assurance Review)	To review the adequacy of controls which ensure that Customer Satisfaction and Complaint handling routines enable effective measurement and management of ongoing customer perception on RoS service delivery with appropriate action being taken to address significant issues. Est 16 Days	Q1
Assurance Mapping (Assurance)	Consideration of in house assurance relating to Digital Expenditure. This will consider whether assurances provided to EMT are reasonable and cover all appropriate areas. Est 5 Days	Q2

Audit Title	Outline Scope	Provisional Review Date
Parliamentary Accountability (Advisory)	<p>Providing advice on best practice in relation to NMO accountability to Scottish Parliament. This will involve reviewing other NMO client approaches and comparing to RoS approach.</p> <p>Est 5 Days</p>	Q2
HR – People Performance Monitoring & People Development (Assurance Review)	<p>To review the adequacy of routines in place which ensure regular and effective performance reviews are performed with appropriate development and training plans being put in place to help ensure RoS corporate aims /objectives are achieved.</p> <p>Est 12 Days</p>	Q2
Workforce Planning (Assurance Review)	<p>To assess the robustness of the process which ensures that RoS have, monitor and discharge a Workforce plan which reflects the changing workforce requirements.</p> <p>Est 10 Days</p>	Q3
Financial Planning (Assurance Review)	<p>Long term financial planning including considering robustness and reasonableness of cost and income projections over the corporate plan period.</p> <p>Est 10 Days</p>	Q3

Audit Title	Outline Scope	Provisional Review Date
Purchasing/Procurement and Accounts Payable (Assurance Review)	Review the adequacy of controls over the procurement of goods and services and settlement and recording of resulting expenditure. Est 15 Days	Q4
Follow Ups	Review of implementation of previously agreed recommendations. This will include testing on Unit Cost Measurement (2 days), Benefits (2 Days) and KPI (2 days) plus 6 further reports. Est 10 days	Q1-4