

### Internal Audit Plan 2021/2022

#### 1. Role of Internal Audit

- 1.1. The statutory basis for internal audit in local government is provided in the Accounts and Audit Regulations 2015, which states that:

*"A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."*

In addition to the above, each Client's Section 151 Officer has a statutory duty under Section 151 of the Local Government Act 1972, to establish a clear framework for the proper administration of the local authority's affairs. To perform that duty the Section 151 Officer relies on, amongst other things the internal audit work for reviewing systems of internal control, financial management and other assurance processes.

Therefore, the primary objective of internal audit is to provide assurance in an independent and objective manner. This means the span of work covers issues of risk management, control and governance and focuses on assessing how manager's arrangements regarding these matters support the achievement of Somerset Waste Partnership's (SWP) objectives.

There is a requirement for some annual checks of key financial systems (payroll, creditors, debtors, SAP HR), which we have continued to deliver via our key control audits for SCC.

Somerset County Council, as the Administering Authority, still has the duty to provide the s151 requirements for the Somerset Waste Partnership, which includes the need for an "adequate and effective internal audit".

#### 1.2. 2020/21 Audit Plan

The 2021/21 Audit plan was as follows:

##### **Data Quality Part One – Follow-Up Audit**

Follow-up audit to review implementation of actions agreed from the

2018/19 Data Quality: Part One audit.

This review focussed on household data provided by District partners and also the annual garden waste customer numbers. Recommendations were offered to introduce processes that will improve data quality.

SWAP will review the degree of progress achieved since the previous audit report was agreed. **This has been signed off as reasonable assurance.** There are no fundamental issues brought up with this audit and we are comfortable we can introduce any recommendations required. The report was as we expected.

#### **Data Quality Part Two – Follow-Up Audit**

Follow-up audit to review implementation of actions agreed from the 2018/19 Data Quality: Part Two audit.

This review focused on the transfer of data between the Somerset Waste Partnership and the Collection Contractor (at that time Kier) in relation to Customer complaints and missed collections.

SWAP will review the degree of progress achieved since the previous audit report was agreed. **To be carried forward to the 2021/22 plan.**

#### **GDPR Audit – Follow-Up Audit**

Follow up audit to review the actions agreed from the 2019/20 GDPR Audit.

These actions are still to be finalised due to the delays as a result of the impacts of Covid-19 on business as usual for the Somerset Waste Partnership. **To be carried forward to the 2021/22 plan.**

### **1.3. 2021/22 Audit Plan**

The 2021/22 SWP annual plan is a total of 40 days audit, with five days allocated annually to SCC Key Control work (Creditors and Debtors), therefore leaving 35 days for the work detailed below, this plan will be reviewed after 6 months when there is more clarity around unitary.

#### **Data Quality Part Two – Follow-Up Audit**

Follow-up audit to review implementation of actions agreed from the 2018/19 Data Quality: Part Two audit.

This review focused on the transfer of data between the Somerset Waste Partnership and the Collection Contractor in relation to Customer complaints and missed collections. This will in effect be a whole new audit due to the change of contractor from Kier to Suez and therefore the use of different systems. This will take place in quarter 3 of the financial year.

**GDPR Audit – Follow-Up Audit**

Follow up audit to review the actions agreed from the 2019/20 GDPR Audit. This will take place in quarter 4 of the financial year. Progress against our GDPR action plan is reported to the board quarterly as part of the performance report.

These actions are still to be finalised due to the delays as a result of the impacts of Covid-19 on business as usual for the Somerset Waste Partnership but a review will be undertaken in October to check progress.