



devon **audit** partnership

Internal Audit

Adult Care and Health Internal Audit Plan 2018/19

Devon County Council
Health & Adult Care
Scrutiny Committee

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Not Protectively Marked

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Auditing for achievement

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Devon Audit Partnership	Confidentiality and Disclosure Clause
<p>The Devon Audit Partnership has been formed under a joint committee arrangement comprising of Plymouth, Torbay and Devon councils. We aim to be recognised as a high quality internal audit service in the public sector. We work with our partners by providing a professional internal audit service that will assist them in meeting their challenges, managing their risks and achieving their goals. In carrying out our work we are required to comply with the Public Sector Internal Audit Standards along with other best practice and professional standards.</p> <p>The Partnership is committed to providing high quality, professional customer services to all; if you have any comments or suggestions on our service, processes or standards, the Head of Partnership would be pleased to receive them at robert.hutchins@devonaudit.gov.uk .</p>	<p>This report is protectively marked in accordance with the government security classifications. It is accepted that issues raised may well need to be discussed with other officers within the Council, the report itself should only be copied/circulated/disclosed to anyone outside of the organisation in line with the organisation’s disclosure policies.</p> <p>This report is prepared for the organisation’s use. We can take no responsibility to any third party for any reliance they might place upon it.</p>

Introduction

This report details the draft Adult Care and Health audit plan for 2018/19.

The key objectives of Devon Audit Partnership (DAP) are to provide assurance to senior management and Audit Committee on the adequacy, security and effectiveness of the systems and controls operating within the authority. The audit plan will additionally provide assurance to managers and staff.

Audit have met with management to discuss risks and how audit resources can be used most effectively to provide the necessary assurance against these risks. The draft plan attached forms part of a larger audit plan covering all areas of the authority which will be presented to the Audit Committee on 28th March 2018. Responsibility for review, direction and approval of the internal audit plan lies with the Audit Committee. However, we can see value can be added through working with and supporting Scrutiny in the provision of assurance to the authority. The draft plan is provided for consideration and for input into areas that Scrutiny consider useful to internal audit to consider in the planning process.

The audit plan represents the proposed internal audit activity for the year and an outline scope of coverage. At the start of each audit the scope is discussed and agreed with management with the view to providing management, the County Treasurer (Section 151) and members with assurance on the control framework to manage the risks identified. The plan will remain flexible and any changes will be agreed formally with management and reported to Audit Committee.

Expectations of Health & Adult Care Scrutiny Committee from this report

The members of the committee are requested to consider:

- the draft audit plan and proposed areas of internal audit coverage in 2018/19;
- highlight audits they may wish to receive summary reports from;
- if they wish to receive any in year progress report(s).

Robert Hutchins
Head of Audit Partnership

High Level Audit Plan 2018/19

This table shows a summary of planned audit coverage for the year. It should be borne in mind that, in accordance with the Public Sector Internal Audit Standards, the plan needs to be flexible to be able to reflect and respond to the changing risks and priorities of the Authority and, to this end, it will be regularly reviewed with directorates, and updated as necessary, to ensure it remains valid and appropriate. As a minimum, the plan will be reviewed in six months to ensure it continues to reflect the key risks and priorities of the Council given the significant changes across the public sector.

Detailed terms of reference will be drawn up and agreed with management prior to the start of each assignment - in this way we can ensure that the key risks to the operation or function are considered during our review. The following pages give a brief overview of the focus of proposed audit coverage for the year.

A detailed analysis of proposed audit reviews is provided in the following schedule.

Core Activity for Internal Audit Review (Extract for Health & Adult Care Scrutiny Committee)	Coverage in Days
Health and Adult Care	185
Total for Health and Adult Care Services	185
Total for DCC	1060

Proposed audit reviews and associated risks

SRR / ORR – Local Authority Strategic or Operational Risk Register reference

ANA - Audit Needs Assessment risk level

Risk Area / Audit Entity	Risk / Audit Needs Assessment (ANA) – an assessment of the priority of the planned review	Proposed Audit Work / Scope	Proposed Timings (Quarter)	Estimated Audit Effort (Days)
Health and Adult Care				
Adult Care Operations and Health				
Safeguarding	Medium: client request	To consider the timeliness of Safeguarding cases from start of process; protection plan; and final close down. Also to determine whether the real time system for monitoring timeliness is being used to improve standards across the County. To be informed by the use of comparative data which shows safeguarding activity levels are low relative to statistical neighbour and regional comparator authorities.	Q1	10
Learning Disabilities – Autism	High: client request	A review of support for adults with disabilities:- <ul style="list-style-type: none"> • How DCC (and the wider health and care system in Devon) is responding to the needs of people with LD, Autism and/or sensory (vision, hearing and speech) needs; • To better understand outcomes for people with sensory needs in Devon as a consequence of DCC’s model of specialist sensory input; • To understand how outcomes could be improved for people in Devon with Autism. 	Q2/3	10
Learning Disabilities	Medium - client request	To consider how a shift in culture around engagement has been achieved, within the wider agenda to better support adults of working age. Full scope to be agreed.	Q2/3	10
Continuing Health Care	Medium: client request	To provide assurance that DCC operates within the LA legal limits for the provision of social care: <ul style="list-style-type: none"> • local policies and processes are agreed with NHS partners in line with the legal framework; 	Q3	15

Risk Area / Audit Entity	Risk / Audit Needs Assessment (ANA) – an assessment of the priority of the planned review	Proposed Audit Work / Scope	Proposed Timings (Quarter)	Estimated Audit Effort (Days)
		<ul style="list-style-type: none"> that the social care contribution to CHC assessments is robust and timely and assessment resources are used effectively; funding agreements and disputes are resolved promptly; Assessment and commissioning for high cost/complex care support plans is subject to appropriate scrutiny and governance to meet quality expectations including best value in line with Fair and Affordable Care. 		
Section 117 – Mental Health	Medium: client request	An audit to provide assurance that S117 policy agreements are in place with NHS partners, and that the agreements are robust, effective and provide for key expected elements. Ensuring but not limited to:- <ul style="list-style-type: none"> Funding calculations are accurate; Charging policies applied are appropriate. 	Q3	15
Deprivation of Liberty Safeguards (DoLS)	Medium: client request	To review the framework for DoLS, and review processes for making and assessing applications and ensure that the one-year authorisation limit is not exceeded.	Q2	15
Direct Payments	Medium: client request	To provide assurance that the pathway into direct payments is robust and consistent and that processes are robust enough to ensure payments are appropriate and meet the needs and expectations of the client and DCC.	Q3	10
Independent Reviews	Low; client request	To provide assurance that the business case for investing in external case review capacity is sound in practice: <ul style="list-style-type: none"> The business case the procurement was based on was reasonable; The procurement process lead to a solution that met the requirement laid out in the business case; 	Q1	10

Risk Area / Audit Entity	Risk / Audit Needs Assessment (ANA) – an assessment of the priority of the planned review	Proposed Audit Work / Scope	Proposed Timings (Quarter)	Estimated Audit Effort (Days)
		<ul style="list-style-type: none"> The external review capacity undertook the required number of reviews? The reviews were undertaken to the specified practice standards; The reviews have led to envisaged financial benefits. Review how the outcomes and lessons learnt from the External Review Report are being incorporated into the service practice.		
Adult Commissioning and Health				
Technology Enabled Care Support (TECS) – formerly Assistive Technology	Medium; client request	To assure that we are taking the opportunities offered by the new DILIS contract by making better use of Technology Enabled Care Support to find cost-effective solutions to people’s needs: <ul style="list-style-type: none"> Is the implementation of the DILIS contract realising its potential benefits? Are we changing our practice to make better use of assistive technology solutions? Consider how this compliments other solutions.	Q4	10
Devon Partnership Trust	Medium: client request	Scope to be agreed	Q2	10
Working with District Councils on Accommodation and Housing	Medium: client request	A review of the “Accommodation with Care Strategy”, for all adult groups, to provide assurance that the strategy is robust; well engaged; and that it aims to ensure accommodation needs for adults with social care needs can be met in future. Also whether relationships with district councils are strong enough to deliver this strategy in partnership.	Q4	15
Implementation of new Care Homes Fees Model	Medium: client request	Review implementation of new fee model at key gateways throughout the implementation process to determine whether:- <ul style="list-style-type: none"> key targets have been achieved; 	Q1-4	10

Risk Area / Audit Entity	Risk / Audit Needs Assessment (ANA) – an assessment of the priority of the planned review	Proposed Audit Work / Scope	Proposed Timings (Quarter)	Estimated Audit Effort (Days)
		<ul style="list-style-type: none"> individual fee model established, replacing banded fees; 		
Market Capacity	Medium: client request	To assure that the Market Position Statement (MPS) is appropriate and effective and ensures that the Council can meet its statutory market sufficiency requirement for care.	Q4	10
Models of Care	Medium: client request	<p>A review of the Devon wide Strategy for the further development of the integrated arrangements for the provision of health in commissioning and the provision of care in Devon, to provide assurance around:-</p> <ul style="list-style-type: none"> the roadmap and milestones; due diligence on options analysis and the decision making process; integrated care system – organisations; systems; partnerships 	Q1-4	15
Contingency	Medium; client request	Contingency. Audit assurance during the year at key gateway points as processes or systems change, or through commissioning arrangements.	Q1-4	10
Public Health - Nursing Services	Medium; client request	The focus of the Public Health audit for 2018/19 will be Nursing Services for 0-19 year olds. Therefore the audit scope and days have been reported to the Children’s Scrutiny Committee.	n/a	0
Health and Adult Care: Advice, planning, monitoring and performance reporting			Q1-4	10

Fraud Prevention and Detection and Internal Audit Governance

Fraud Prevention and Detection and the National Fraud Initiative

Counter-fraud arrangements are a high priority for the Council and assist in the protection of public funds and accountability. Internal Audit will continue to investigate instances of potential fraud and irregularities referred to it by managers, and will also carry out pro-active anti-fraud and corruption testing of systems considered to be most at risk to fraud. In recognition of the guidance in the Fraud Strategy for Local Government “Fighting Fraud Locally” and the TEICCAF (The European Institute for Combatting Crime and Fraud) publication “Protecting the English Public Purse 2016”. Internal Audit resources will be allocated to allow a focus on identifying and preventing fraud before it happens. Nationally these areas include Procurement, Payroll, Blue Badges, Direct Payments and Pensions.

The Cabinet Office runs a national data matching exercise (National Fraud Initiative - NFI) every two years. Work on the 2018/19 exercise will commence in the summer, with resulting data matches available from early 2019. We will work with Council departments to ensure that the matches are reviewed and action taken as may be necessary.

Internal Audit Governance

An element of our work, additional to the above plan, is classified as “other chargeable activities” – this is work that ensures effective and efficient audit services are provided to the Council and the internal audit function continues to meet statutory responsibilities. In some instances this work will result in a direct output (i.e. an audit report) but in other circumstances the output may simply be advice or guidance. Some of the areas that this may cover include:-

- Preparing the internal audit plan and monitoring implementation;
- Preparing and presenting monitoring reports to Senior Management and the Audit Committee;
- Assistance with the Annual Governance Statement;
- Liaison with other inspection bodies (e.g. External Audit, Audit South West);
- Corporate Governance - Over recent years Internal Audit has become increasingly involved in several corporate governance and strategic issues, and this involvement is anticipated to continue during the year;
- On-going development within the Partnership to realise greater efficiencies in the future.

Partnership working with other auditors

We will continue to work towards the development of effective partnership working arrangements between ourselves and other audit agencies where appropriate and beneficial. We will participate in a range of internal audit networks, both locally and nationally which provide for a beneficial exchange of information and practices. This often improves the effectiveness and efficiency of the audit process, through avoidance of instances of “re-inventing the wheel” in new areas of work which have been covered in other authorities.

We have developed sound working arrangements with Grant Thornton, the authority’s external auditors and have regular liaison meetings to understanding their requirements and to provide the information they require, maximising the benefits of close working. We have also developed an effective working relationship with Audit South West (NHS Internal Audit) and anticipate more opportunities to work collaboratively together as integration between the Council and Health progresses.

Appendix 1 - Audit Framework

Internal Audit is a statutory service in the context of The Accounts and Audit (England) Regulations 2015, which state: “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 (PSIAS) or guidance”.

DAP, through external assessment, demonstrates that it meets the Public Sector Internal Audit Standards (PSIAS).

The Standards require that the Chief Audit Executive must “establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organisation’s goals”. When completing these plans, the Chief Audit Executive should take account of the organisation’s risk management framework. The plan should be adjusted and reviewed, as necessary, in response to changes in the organisation’s business, risk, operations, programs, systems and controls. The plan must take account of the requirement to produce an internal audit opinion and assurance framework.

This audit plan has been drawn up, therefore, to enable an opinion to be provided at the end of the year in accordance with the above requirements.



We will seek opportunity for shared working across member authorities. In shared working Devon Audit Partnership will maximise the effectiveness of operations, sharing learning & best practice, helping each authority develop further to ensure that risk remains suitably managed.

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