

Shared Audit & Investigation Service

Internal Audit Review 2019/20

Commissioned Services Highways Contract Performance

(Draft) TERMS OF REFERENCE
(and Discussion Document for Corporate Overview & Scrutiny Panel)

1. BACKGROUND

- 1.1 This review is being undertaken in accordance with the 2019/20 Annual Internal Audit Plan which has been approved by Members. In addition, this review will provide an input into the Corporate Overview and Scrutiny Task and Finish Group.

2. AUDIT OBJECTIVES AND SCOPE

- 2.1 The principal objectives of this Audit are to determine whether the Highways contract including any statutory responsibilities are being complied with by Volker Highways (commissioned service) and whether the contractual objectives / benefits are being achieved.
- 2.2 The areas to be reviewed are:
- a) The Volker Highways contractual arrangements including management and reporting.
 - b) Delivery of contractual objectives and benefits, including Performance Indicators.
- 2.3 The scope and objectives of the audit may be subject to change depending on the initial findings of the review. Any such changes will be communicated to the client contact (and/or other officers, as required) at the earliest opportunity.

2.4 During the course of the review and testing, it may be necessary to inspect personal data either relating to clients and/or staff. Audit activity is carried out under the terms of the new Data Protection Act 2018.

3. METHODOLOGY

3.1 Initial discussions will be held with the Executive Director, Place and the Interim Director of Adult Services and Deputy of Director, Strategy and Commissioning.

3.2 Key documentation will be examined.

3.3 A sample of documents / transactions will be reviewed in detail and the controls over the accuracy and integrity of these will be evaluated.

3.4 Full working papers and documentation of each audit test will be prepared. On completion of the fieldwork, the Executive Director, Place, the Interim Director of Adult Services and Deputy Director-Strategy and Commissioning and the Head of Strategy/Commissioning will be apprised of the key issues prior to the issue of the draft audit report.

3.5 For details on reporting, please refer to the Internal Audit Protocol.

4. RESOURCE, TIMING & DISTRIBUTION

4.1 This Terms of Reference is being circulated to:

Name	Title
Duncan Sharkey	Managing Director
Russell O'Keefe	Executive Director, Place
Hilary Hall	Interim Director of Adult Services and Deputy Director, Strategy and Commissioning
Rob Stubbs	Deputy Director and Head of Finance (& S151 Officer)
Ben Smith	Head of Strategy/Commissioning

4.2 The Officers listed above should confirm the contents or supply appropriate comments within 5 working days of receipt of this draft Terms of Reference. Otherwise, this will be taken as the final version.

4.3 The audit will be undertaken by:

Auditors: Sheldon Hall and Stephen Murtagh
Start Date: To be confirmed
Draft Report: To be confirmed

Draft Report Distribution

Name	Title
Hilary Hall	Interim Director of Adult Services and Deputy Director, Strategy and Commissioning
Russell O'Keefe	Executive Director, Place
Ben Smith	Head of Strategy/Commissioning

Additional Distribution for Final Report

Name	Title
Duncan Sharkey	Managing Director
Rob Stubbs	Deputy Director and Head of Finance (Section 151 Officer)
Steve Mappley	Insurance & Risk Manager
Deloitte LLP	External Audit

Date of Issue: 11 September 2019