

## Guildhall School 2020-21 Internal Audit Plan (November 2020)

## Appendix 2

Auditable Area	Proposed Scope	Audit Days	Status / Scheduling	Comments
GSMD & Barbican: Facilities Management	An examination of the arrangements for managing the property assets of the Barbican Centre and the Guildhall School.	15	Fieldwork	This audit was initiated in March 2020 and put on hold at the request of management to enable the Centre to focus on its COVID response.
Internationalisation	To evaluate the adequacy of arrangements in operation to support delivery of strategic aims related to Internationalisation, including mechanisms for monitoring, review and reporting of delivery to Senior Management and Members.	12	Draft Report	This audit was impacted by the organisation's response to COVID and staff absence within Internal Audit.
Medium Term Financial Planning	<p>Review of Medium-Term Financial Planning:</p> <p><b>Phase 1</b> to cover the approach to preparing the plan and provide assurance as to the adequacy of the process and plan itself. (Estimated at 4 days)</p> <p><b>Phase 2</b> to provide assurance on the implementation of the plan and delivery against this. (Estimated at 8 days)</p>	12	<p>Phase 1 – November 2020</p> <p>Phase 2 – subject to detail of the plan</p>	Previously titled: Diversifying Funding / Fundraising, scope broadened to give consideration to wider financial risk. The allocation of time will be split to provide initial assurance on planning and subsequent assurance on implementation.
Guildhall Young Artists	Operation of the under 18 education programme, alignment to strategy, administration and general control environment. Review of regional centres and the programme of consolidation, including arrangements for safeguarding.	12	Planning	Planning for this audit was initiated in May 2020 and impacted by staff absence within Internal Audit.
Governance	Review of governance arrangements, in-line with industry and regulator expectations and requirements	12	To be determined	Timing to be determined by the publishing and outcomes of the City of London Corporation's Governance Review
Data Futures	Readiness for and compliance with HESA's Data Futures transformation programme	12	To be determined	Considerable uncertainty remains as to the requirements and timescales for the transition to Data Futures, this review needs to be held until the latest point in the current audit planning cycle and may need to be deferred to the following year.

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Data Quality	Independent verification/validation of data submissions, rolling programme, focussing on HR and Finance data for 2020/21 (HEFCE and HESA returns)	10	To be determined	Higher Education Specialist to be engaged to deliver this work, the precise timing of this work will be determined on the providers industry knowledge, although likely to fall between provisional reporting in October and final reporting January 2021