

Appendix 3 - Main Internal Audit Reviews commencing next Quarter – 1st April 2013 – 30th June 2013

Department/Area	Outline Scope	Planned Start date
Open Spaces/ICT Strategy, Security & Operations	<p>Review will focus on new Crematorium IS application. Exact scope to be confirmed, but likely to cover</p> <ul style="list-style-type: none"> • Adequacy of the strategy in providing the operational service required. • Responsibility to ensure that tasks have been properly assigned. • Configuration to ensure it provides a sound operational and secure setting • Logical access controls to ensure a secure management frameworks. • Operational and housekeeping procedures. • Business Continuity Planning, Disaster Recovery and Resilience. 	April 2013
Open Spaces/West Ham Park Nursery	Examination of controls over charging, income collection, performance measure and VfM of current arrangements.	May 2013
Comptrollers & City Solicitor/Income & Expenditure	An evaluation of the arrangements for procurement, encompassing specialist legal support, and controls to ensure the achievement of VFM. Review of the charging rationale and processes for billing and recovery of income.	May 2013
Town Clerks/Public Relations Office	Evaluate the robustness of controls over in relation to income expenditure (to include the extent to which income is maximised and that VFM is achieved through locally managed expenditure).	April 2013
Guildhall School of Music & Drama/Professor Fees	The Principal is currently undertaking a radical overhaul of the way in which professors are paid for the hours that they work, both contact and non-contact. These new arrangements will be finalised and introduced during the Summer Term 2012. The new contract arrangements for professors will be examined, including monitoring arrangements for teaching/non-teaching hours.	April 2013
City of London Police/Fleet Management VfM	The City Police Force operates a diverse fleet of vehicles to enable a responsive policing presence within the square mile and beyond. Arrangements for the procurement, maintenance and usage of vehicles will be examined, including potential efficiency savings.	May 2013
Built Environment/Section 106 Agreements	The City obtains grant funding for improvement works subject to detailed bids for specific projects to be completed within agreed time-scales. Management of the arrangements for	April 2013

Department/Area	Outline Scope	Planned Start date
Corporate/Small Works of Repairs and Maintenance – Operational – MITIE Contract	<p data-bbox="600 272 1648 304">identifying, approving and recording Section 106 funded works will be examined.</p> <p data-bbox="600 347 1760 525">This review will examine the City's procedures for the allocation of small revenue works and the quality inspections carried out prior to payment. An evaluation will be made of the procedures for initiating works in liaison with client departments, agreeing the urgency and costs to be applied to the works, and the consideration given to risk management in this process.</p>	April 2013