



The Corporation of the City of London

Internal Audit Plan refresh approach and timing

For discussion purposes only
February 2019

Contents

1.1 Background and overview	3
1.2 Internal Audit universe	4
1.3 Internal Audit plan refresh approach	5
1.4 Areas for discussion	6
1.5 Proposed timeline	7



1.1 Background and overview



Internal Audit's objective is to provide an independent, objective assurance and advisory service designed to improve the City of London's operations and support the City of London in the achievement of its objectives.



Internal Audit's work is performed in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing.



Our overall objectives in executing the proposed 2019 internal audit plan include the following:

- Assist the City's Audit Committee and Senior Leadership Team (SLT) in fulfilling their oversight responsibilities; and
- Provide independent, objective audit and advisory services designed to add value and improve the effectiveness of the City's control, compliance and governance processes.



1.2 Internal Audit universe

The current internal audit risk universe includes the functions, processes, systems and strategic initiatives covering the City of London's operations as identified in 2017 when the 2017-2018 Internal Audit Plan (see Appendix I) was developed.

- The following reviews have been completed as of February 2019:
 - Management compensation process assessment
 - Procurement process assessment
 - Building permit process assessment
 - Freedom of Information process assessment
 - Homeless prevention process assessment
 - Parks & Recreation cash handling review
- Internal Audit will be refreshing the current Internal Audit Plan with the feedback and insights of Management and the Audit Committee between February and April 2019. Updates to the audit universe will be identified and completed during this process as well.

Internal Audit Universe Areas		Risks
Corporate Services	Solicitor	<ul style="list-style-type: none"> Regulatory Government Policy Reputation
	Human Resources	<ul style="list-style-type: none"> Human Resources Health and Safety Reputation Accountability Security
	Finance and Treasury	<ul style="list-style-type: none"> Liquidity Taxation Capital Availability Reputation
	Information Technology	<ul style="list-style-type: none"> Relevance Integrity Change Readiness Reputation
	Corporate Communication	<ul style="list-style-type: none"> Partnering Reputation
	Economic Innovation	<ul style="list-style-type: none"> Partnering Reputation
	Emergency Planning	<ul style="list-style-type: none"> Partnering Reputation
Administration	Planning	<ul style="list-style-type: none"> Planning
	Compliance Services	<ul style="list-style-type: none"> Regulatory Government Policy Reputation
	Building	<ul style="list-style-type: none"> Regulatory Government Policy Reputation
	Environmental	<ul style="list-style-type: none"> Regulatory Government Policy Reputation
Services	Engineering	<ul style="list-style-type: none"> Planning Environmental scan Health and Safety Stakeholder wants Reputation
	Housing	<ul style="list-style-type: none"> Health and Safety Reputation
	Social Services	<ul style="list-style-type: none"> Health and Safety Reputation
	Deerness Home	<ul style="list-style-type: none"> Health and Safety Reputation
	Neighbourhood & Children services	<ul style="list-style-type: none"> Health and Safety Reputation
	Fire	<ul style="list-style-type: none"> Health and Safety Reputation
	Service London	<ul style="list-style-type: none"> Reputation
Parks & Recreation	Parks & Recreation	<ul style="list-style-type: none"> Health and Safety Reputation
Agencies, Boards, Commissions and Corporations	Argyle Business Improvement Area Board of Management	<ul style="list-style-type: none"> Health and Safety Reputation
	Covent Garden Market Corporation	<ul style="list-style-type: none"> Reputation
	Eldon house Corporation	
	Housing Development Corporation	
	London Convention Centre Corporation	
	London Downtown Business Association	
	London Hydro Inc.	
	London & Middlesex housing Corporation	
	London Police Services Board	
	London Public Library Board	
	London Transit Commission	
	Middlesex-London Health Unit	
	Museum London	
	Old East Village Business Improvement Area	
	Public Utility Commission of the City of London	
	Elgin Area Water Primary Water Supply System	
	Lake Huron Primary Water Supply System	

1.3 Internal Audit plan refresh approach

Our Internal Audit plan refresh approach consists of the following five steps.

01

Provide overview of IA planning process to leadership

Attending the SLT meeting to provide an overview of the 2019-2022 Internal Audit plan refresh process.

04

Continuous refinement of draft 2019-2022 IA Plan and submission to Audit Committee

Continue to refine the draft plan as input is gathered and submit the final draft to the Audit Committee.

02

Individual meetings to gather input on 2019-2022 IA Plan

Meet with each member of the Audit Committee and SLT to gather input for the 2019-2022 Internal Audit plan.

05

Present draft 2019-2022 IA Plan at Audit Committee meeting for approval

The final draft of the 2019-2022 is presented to the Audit Committee as a convened meeting in April 2019.

03

Review draft 2019-2022 IA Plan with key City stakeholders

Walkthrough the draft plan with the Managing Director, City Treasurer, Audit Committee Chair, and City Manager (stakeholder). Solicit feedback from the SLT.

1.4 Areas for discussion in developing the Internal Audit Plan

In developing the 2019-2022 Internal Audit plan, the following discussion items will be covered in the individual stakeholder meetings.

1

Walkthrough of Summary 2017-2020 Audit Plan by audit universe area

2

Are you comfortable with the proposed audit scope for each review tagged to your area of responsibility in the audit universe?

3

Are you comfortable with the proposed audit scope for each review outside of your area of responsibility in the audit universe? Any changes at this time?

4

What are the main risks the City is currently facing / initiatives currently underway or undertaken by the City?

5

What areas do you think would gain the most value from having an Internal Audit review?

1.5 Proposed timeline to develop the 2019-2022 Internal Audit plan

The proposed timelines to develop the 2019-2022 Internal Audit plan culminate in a presentation to the Audit Committee in April 2019.





Deloitte, one of Canada's leading professional services firms, provides audit, tax, consulting, and financial advisory services. Deloitte LLP, an Ontario limited liability partnership, is the Canadian member firm of Deloitte Touche Tohmatsu Limited.

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee, and its network of member firms, each of which is a legally separate and independent entity. Please see www.deloitte.com/about for a detailed description of the legal structure of Deloitte Touche Tohmatsu Limited and its member firms.

The information contained herein is not intended to substitute for competent professional advice.

© Deloitte LLP and affiliated entities.

Appendix I - Summary 2017-2020 Audit Plan by audit universe area

Internal Audit universe areas		FY 2017	FY 2018	FY 2019	FY 2020
Corporate Services	Solicitor	Freedom of Information Process Assessment			Court House Facility Assessment
	Human Resources	Management Compensation Process Assessment	Health and Safety Assessment	Recruitment Process Assessment	
	Finance and Treasury		Procurement Process Assessment	Electronic Fund Transfer Compliance Assessment	
	Information Technology	IT Project Portfolio and Project Management Assessment	Class Replacement Project Post-implementation Review IT Security Assessment	Computerised Maintenance Management System (CMMS) Pre-implementation Review	
	Corporate Communication	Corporate Communication will be evaluated and assessed, as relevant, as part of other audits.			
	Emergency Planning				Emergency Planning Process Review
Administration	Planning				Development Charges Process Assessment
	Compliance Services		Parking Revenue Generation Assessment		
	Building	Building Permit Process Assessment			
	Environmental				Public Works Process Assessment
	Engineering		Rapid Transit Project	Computerised Maintenance Management System (CMMS) Pre-implementation Review Rapid Transit Project	Rapid Transit Project

Appendix I - Summary 2017-2020 Audit Plan by audit universe area (cont'd)

Internal Audit universe areas		FY 2017	FY 2018	FY 2019	FY 2020
Services	Housing	Housing Process Assessment			
	Social Services	Social Services Process Assessment			
	Dearness Home				
	Neighbourhood and Children services	Homelessness Prevention Management Process Assessment			
	Fire	Fire Process Assessment			
	Service London	Service London Process Assessment			
Parks & Recreation		Cash Handling Process Review	Class Replacement Project Post-implementation Review		
Agencies, Boards, Commissions and Corporations	Argyle Business Improvement Area Board of Management				
	Covent Garden Market Corporation				
	Eldon house Corporation				
	Housing Development Corporation	Housing Process Assessment			

Appendix I - Summary 2017-2020 Audit Plan by audit universe area (cont'd)

Internal Audit universe areas		FY 2017	FY 2018	FY 2019	FY 2020
Agencies, Boards, Commissions and Corporations (continued)	London Convention Centre Corporation				
	London Downtown Business Association				
	London Hydro Inc.				
	London & Middlesex housing Corporation		Housing Process Assessment		
	London Police Services Board				
	London Public Library Board				
	London Transit Commission				
	Middlesex-London Health Unit				
	Museum London				
	Old East Village Business Improvement Area				
	Public Utility Commission of the City of London				
	Elgin Area Water Primary Water Supply System				
	Lake Huron Primary Water Supply System				