



Appendix 1 Rolling Audit Plan for Tor Bay Harbour Authority – 2018 ~ 2023

Audit Entity (Name)	Audit Entity Description (Coverage)	Audit Type	Audit Needs Assessment	Last Audited	Next Scheduled Audit
Regulatory Compliance					
Port Marine Safety Code	Compliance with the Code – audit undertaken by independent “designated Person” (currently the Devon Audit Partnership)	Operational Risk	High	October 2017	October 2018
Port Facility Security	Compliance with the Code – International Ship and Port Facility Code (ISPS Code)	Operational Risk	High	N/A Triennial	2018/19
Internal Audit					
Strategic Management	Compliance with Council constitution; governance; strategic management; sustainability; long-term planning.	Strategic Risk	High	N/A	2018/19
Business Unit Management	Business insurances; procurement; financial planning; budget setting and monitoring; personnel and establishment; performance and absence management; staff development; Equality & Diversity.	Operational Risk	High	See Note 5	2019/20
Income	Harbour Charges; Other Income including Rents and Fish Tolls; Cash Handling; Re-charges; Debt Management.	Material System	Medium	2015/16	2020/21

Audit Entity (Name)	Audit Entity Description (Coverage)	Audit Type	Audit Needs Assessment	Last Audited	Next Scheduled Audit
IT System Administration & Security	Information governance; information security; security of physical systems; Harbour management software; disaster recovery.	Material System	Medium	2012/13	2021/22
Asset Management	Harbour Estate and Asset Management; Capital Project planning, management and evaluation; Resource Consumption and conservation (e.g. energy use).	Operational Risk	Medium	2013/14	2022/23
Risk Management	Risk Management – Operational & Business; Insurances; Health & Safety; Business Continuity / Contingency Planning.	Operational Risk	Medium	2014/15	Not yet agreed

Note 1

For all audit entities the associated risks and controls related to the coverage areas examined will be determined including any risk / control issues relating to fraud and corruption.

Note 2

The 'Audit Needs Assessment' is based upon a number of factors including materiality, control environment, changes in management / staff, sensitivity, risk, and the time since the last audit.

Note 3

Reactive fraud and corruption investigation will be undertaken in the event of an incident at Tor Bay Harbour Authority or where routine audit activity uncovers a potential irregularity.

Note 4

2017/18 was the final year of the initial rolling programme conceived in 2011, however due to audit resource being directed elsewhere from 2015/16 to 2017/18 not all of the originally planned programme was completed. This new rolling programme takes into account those areas not previously examined as a result of this prioritisation. The content and prioritisation of the rolling plan is reconsidered at least annually; however, a new rolling audit plan will be devised in 2017/18 for commencement in 2018/19.

Note 5

Prior to 2008/09, the audit of the harbour business unit was undertaken by harbour location covering the financial controls in that location.

Note 6

All audits where the assurance opinion is 'Improvements Required' or worse are subject to a follow up review in the subsequent year.