

## SERVICE CHANGE IMPACT ASSESSMENT

SCIA 07 (22/23)

Chief Officer: Adrian Rowbotham  
 Service: Internal Audit  
 Activity: Internal Audit  
 No. of Staff: 3.8 FTE (SDC share of total 6.3 FTE)

Activity Budget Change	2022/23 Growth / (Saving) £000	Later Years Comments (ongoing, one-off, etc.)
Audit software upgrade	Up to 16	One-off

**A. Reasons for and explanation of proposed change in service**

The audit software used by Internal Audit (Team Mate) will need to be replaced in 2022 as the current software will no longer be supported by the supplier.

A competitive procurement process will be undertaken, and it is currently estimated that there will be one-off set-up/installation costs of between £15,000 and £30,000.

If we do not award the contract to the existing supplier there will also be an additional cost involved for them to download and hand over the existing data in a useable form. There is not currently an estimate for this cost but an extra £1,000 has been added to the costs for each partner to allow for this.

Internal Audit operate as part of a shared service with Dartford BC and any additional costs will be shared 50:50 between the two partners.

**B. Key Stakeholders Affected:** All council services.

**C. Likely impacts and implications of the change in service (include Risk Analysis)**

The Audit management system is an integral part of the team's way of working as it is used for all aspects of the audit process including planning, fieldwork, reporting, follow up and time recording.

If there was no longer audit management software, the team would have to invest significant amounts of time creating and developing manual workarounds using Word and Excel which would not be as effective or professional.

**D. Risk to Service Objectives (High / Medium / Low)** Medium

**SERVICE CHANGE IMPACT ASSESSMENT****E. 2021/22 Budget (£'000)**

Operational Cost      201

Income                      -

Net Cost                    201

**F. Performance Indicators**

n/a

**G. Equality Impacts**

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.