

**REPORT TO: AUDIT AND PERFORMANCE REVIEW COMMITTEE ON 3
MARCH 2010**

SUBJECT: PROGRESS AGAINST ANNUAL AUDIT PLAN

BY: CHIEF FINANCIAL OFFICER

1. REASON FOR REPORT

- 1.1 To advise Members on progress made against the annual Audit Plan for the nine month period to 31st December 2009.
- 1.2 This report is submitted to Committee in terms of Section I (1 and 6) of the Council's Administrative Scheme relating to consideration of reports produced by the Internal Auditor.

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee notes the progress made towards completion of the approved annual audit plan during the nine month period to 31st December 2009.**

3. BACKGROUND

- 3.1 The annual audit plan approved by this Committee at its meeting on 8th April 2009 identified the available staff resources and projected how these resources would be used during the 2009/10 financial year.
- 3.2 In order to monitor progress against the plan comprehensive time recording information is maintained. This assists staff to control time spent on individual projects and provides management information for supervision and planning purposes.
- 3.3 The table below summarises the position under five categories of work as extracted from the time recording system. The planned audit input of 604 days against agreed projects has been achieved.

Category	Planned days	Actual days	Variance
Core systems	142	160	(18)
Other systems	135	141	(6)
Risk Management	58	57	1
Corporate Issues/Management /Development	194	104	90
Contingency	<u>75</u>	<u>142</u>	(67)
Totals	604	604	---

- 3.5 As reported to the October 2009 meeting of this Committee, the contingency allowance was exceeded at that time as a result of undertaking work on a project reported in the confidential section of this agenda. This position has not been recovered in quarter three as a result of undertaking other ad-hoc tasks referred to earlier in the report on internal audit work completed. This has been to the detriment, principally, of work being undertaken by the Team Leader on audit issues related to partnership working and performance management. These projects have continued into quarter 4 to date and should be progressed to an interim reporting position by the end of the financial year. What has been limited is service development/improvement within the team, in particular a commitment in the internal audit service improvement plan to look at automating some of the audit processes in line with schemes piloted and now used at other larger Councils. This work will not now be completed during this financial year.

4. **SUMMARY OF IMPLICATIONS**

(a) **Single Outcome Agreement/Service Improvement Plan**

Provision of performance monitoring information is an element of good governance.

(b) **Policy and Legal**

No implications

(c) **Resources (Financial, Risks, Staffing and Property)**

This report provides information on the utilisation of audit resources.

(d) **Consultations**

There have been no direct consultations in respect of this report.

5. CONCLUSION

- 5.1 The report summarises Internal Audit's progress against the agreed plan for the nine month period to 31st December 2009.**

Author of Report: Atholl Scott, Team Leader (Audit)
Background Papers: Audit Plans and Time Recording Systems
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