

VARIATIONS TO THE 2011/12 AUDIT PLAN

Additions to the plan are considered where:

- specific requests are received from the S151 Officer which are necessary for him to discharge his statutory responsibilities.
- new or previously unidentified risks result in changes to the priority of audit work
- significant changes in legislation, systems or service delivery arrangements occur which have an impact on audit priorities
- requests are received from customers to audit specific services, systems or activities usually as a result of weaknesses in controls or processes being identified by management
- urgent or otherwise unplanned work arises as a result of investigations into fraud and other wrongdoing identifying potential control risks.

Additions to the audit plan are only made if the proposed work is considered to be of a higher priority than work already planned, the change can be accommodated within the existing resource constraints and the change has been agreed by the Head of Internal Audit.

Audits are deleted from the plan or delayed until later years where:

- specific requests are received from the S151 Officer or the audit customer and the grounds for such a request are considered to be reasonable
- the initial reason for inclusion in the audit plan no longer exists
- it is necessary to vary the plan to balance overall resources.

To reflect the contractual relationship between the council and Veritau, all proposed variations to the agreed audit plan arising as the result of emerging issues and/or requests from directorates will be subject to a change control process. Where the variation exceeds 5 days then the change must be authorised by the Assistant Director, Financial Services as the client manager for internal audit. Any significant variations will then be communicated to the Audit and Governance Committee for information.

2011/12 Audit Plan Variations

The following variations have been approved by the Assistant Director, Financial Services since the last report to this committee. They represent a net allocation of 10 days from the audit contingency and do not affect overall planned audit days.

| Audit | Days | Justification For Change |
|--------------------------------------|-------------|--|
| Deletions from the Audit Plan | | |
| Waste PFI | -10 | The project is currently is awaiting planning permission and there is little requirement for active audit involvement at the moment. |
| Equalities | -15 | A detailed review has recently been undertaken by external consultants, which covers the work that would have been carried out during the audit. |
| Area Based Working | -20 | Audit deferred to 2011/12. The project is not as advanced as had been anticipated so there is little to audit at this stage. |
| | -45 | |

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| Additions to the Audit Plan | | |
| New Payroll and HR System | 20 | An additional 20 additional days in relation to audit input on the new payroll system as the work required has been greater than originally anticipated. |
| Information Governance Compliance | 15 | Additional work required to investigate and provide support and advice following the data protection breach in January 2011, and the subsequent undertaking between the council and the Information Commissioner's Office. |
| Health and Safety | 20 | A number of complex issues were identified which necessitated an increase in the time spent on the audit. |
| | 55 | |