

VARIATIONS TO THE 2013/14 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 Director of CBSS. Any significant variations will then be communicated to the Audit and Governance Committee for information.

2013/14 Audit Plan Variations

The following variations have been approved by the Director of CBSS since the beginning of the year. They represent a net allocation of 71 days from the audit contingency and do not affect the overall planned audit days.

Audit	Days	Reason For Variation
Additions to the Audit Plan		
Freedom of Information	20	To review arrangements for handling freedom of information requests.
Democratic Services	20	To review current arrangements against good practice in areas such as publicising details of public meetings, reporting, and the use of social media.
Markets	20	To review cash handling and accounting arrangements at the request of management.
Contract Audit	2	Additional allocation of time to audit contract management arrangements.
Health and Safety	7	Additional allocation of time required to cover a number of specific areas requested by the service.
Huntington Secondary School	2	Additional allocation of time for school audit, to look at payroll procedures operated directly by the school.
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