

**ANNUAL AUDIT PLAN 2012/13 - DRAFT**

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**1. SUMMARY**

This report introduces the draft Annual Audit Plan for 2012/13.

**2. RECOMMENDATIONS**

2.1 The draft Annual Audit Plan is approved.

**3. DETAILS**

3.1 The draft Annual Audit Plan in Appendix 1, outlines the audits and direct audit day apportionment for the financial year 2012/13.

3.2 The audits set out in the audit plan have been prepared from an internal audit database that gathers data from both external and internal sources and analysis it under 4 main areas: financial materiality, risk, controls effectiveness and performance management.

3.3 The database allows the audit plan to be prepared recognising the challenges facing the Council within an analytical structure. The collected data for the audit plan after initial analysis were then assigned to one of 5 audit areas: Financial Control Audits, Business Systems, Corporate Performance, and Corporate Plan/Team Plans. The report also has a final section entitled Contingency. This covers direct audit days for Special Investigations, Follow up and National Fraud Initiative (NFI) audit work.

3.4 Meetings were arranged with Heads of Service to discuss the database output for their responsibility areas, and their thoughts obtained. Thereafter the draft audit plan was prepared and presented to Departmental Management Teams (DMTs) and the Strategic Management Team (SMT) on 5 March 2012, for their consideration and approval.

3.5 In addition to the audit plan, Appendix 2 provides a reference document for Executive Directors and Heads of Service as to the likely focus of internal audit work over the coming financial year.

**4. CONCLUSION**

Internal Audit in preparing the audit plan, undertook an exercise to determine the audits that will enable Internal Audit over the next financial year to provide an assurance statement on the Council's overall internal control framework. The annual audit plan will be progressed by Internal Audit.

**5. IMPLICATIONS**

5.1 Policy: None

5.2 Financial: None

5.3 Personnel: None

5.4 Legal: None

5.5 Equal Opportunities: None

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