

Report to the Audit and Governance Committee



**Epping Forest
District Council**

Report reference: **AGC-027-2009/10**
Date of meeting: **29 March 2010**

Portfolio: **Finance and Economic Development**

Subject: **Annual Internal Audit Plan 2010/11**

Responsible Officer: **Brian Bassington (01992 564446).**

Democratic Services Officer: **Gary Woodhall (01992 564470).**

Decisions Required:

That the Annual Internal Audit Plan for 2010/11 be approved.

Executive Summary:

The Audit and Governance Committee is responsible for the approval of the annual Internal Audit plan, following consultation with the Finance and Performance Management Cabinet Committee.

Following consultation with Service Directors and the Corporate Executive Forum the 2010/11 audit plan was presented to the Finance and Performance Management Cabinet Committee on 15th March. That Committee considered the plan but no specific issues were raised.

Reasons for Proposed Decision:

To ensure that the Committee takes account of comments made as part of the consultation process, when approving the Audit Plan for 2010/11.

Other Options for Action:

None.

Report:

1. In previous years the Audit Plan has formed part of the Internal Audit Business Plan which has been submitted to the Finance and Performance Management Cabinet Committee for comment prior to being presented to the Audit and Governance Committee for approval. The Internal Audit Business Plan has now been merged into the Office of the Chief Executive Business Plan and the annual Audit Plan 2010/11 will be appended to that document.
2. In compiling the plan, all fundamental financial systems are included, to provide Management and Member assurance in the controls in place for good financial management. The annual audit of these systems is also a requirement of the Council's External Auditors PKF.
3. The Risk Registers of each Service were reviewed and, time allocated for the review

of any high risk financial areas. Greater emphasis will be placed on the inclusion of value for money aspects where benefit has been identified as part of the consultation process with Directors.

4. The plan contains a contingency provision for investigations and other unplanned work during the year. There is also flexibility in the Plan so that audits can be substituted during the year in order to accommodate reviews of areas that are assessed as being of higher risk to the achievement of the Council's objectives.

5. Progress against the approved Plan will be kept under review during the year and any proposed amendments, once the Plan has been approved, would be subject to the approval of the Audit and Governance Committee, who will continue to monitor progress against the plan on a quarterly basis.

Resource Implications:

From existing resources.

Legal and Governance Implications:

No specific implications.

Safer, Cleaner and Greener Implications:

No specific implications.

Consultation Undertaken:

Corporate Executive Forum, Service Directors and the Finance and Performance Management Cabinet Committee.

Background Papers:

CIPFA Internal Audit Code of Practice, Audit reports, files and Service Risk registers.

Impact Assessments:

Risk Management

The preparation of a risk based audit plan, as part of the audit strategy, is a key part of the Council's governance arrangements. In approving the annual programme of audits, the Audit and Governance Committee, in conjunction with the Finance and Performance Management Cabinet Committee, should be assured that there is sufficient and appropriate coverage to address any risks to the achievement of the Council's objectives.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

What equality implications were identified through the Equality Impact Assessment process?
There are no equalities impacts.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

N/A