



INTERNAL AUDIT

Annual Performance Report 2012/13

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Author: Y Mehmood (Haines Watts)



The table below presents the annual Internal Audit performance against set targets for the financial year 2012/13, as follows:

Position statement as at 31st March 2013:

Indicator Area	Performance Indicator	Responsibility	Method of Monitoring	Target	Outturn
Effectiveness	% of annual audit plan completed informed by progress reports	Contractor	Joint monitoring of the quarterly performance plans.	95%	100%
	% of recommendations agreed to.	Contractor	Agreed implementation plans.	80%	95%
	% of draft reports produced within 15 working days of the exit meeting.	Contractor	Progress control sheets recording dates of closure meeting and draft report issue date.	100%	95%
Prompt Delivery	% of final reports issued within one calendar month of draft.	Contractor/Service	Progress control sheets document issue dates.	100%	100%
	Client informed of progress towards completion of plan/allocated workload.	Contractor	Formal presentation of monthly progress reports to Council.	100%	100%



Indicator Area	Performance Indicator	Responsibility	Method of Monitoring	Target	Outturn
Productivity	Attendance at Audit Committees	Contractor	Formal attendance at the Audit Committees during the year.	100%	87.5%

Summary of Annual Performance

Targets Achieved

- We have achieved the delivery of the annual audit plan by 31st March 2013;
- We have presented progress/ updates to the GAS Committee throughout the year;
- Final reports have been issued within one calendar month upon receiving management responses to the draft; and
- Recommendations, in the main, have been agreed by auditees on reviews performed at the Fire Service during 2012/13.

Targets Underachieved

- Due to circumstances outside of our control we were unable to attend one of the GAS Committee; and
- There have been instances where the draft reports have not been issued within 15 working days post exit meeting as the auditee required extra time to look into issues identified as a result of the audit, i.e Key Financials; and Procurement review..