

Appendix 4 - Internal Audit Performance 2013/14

Essential Assurance - all targets 100%

Review of agreed Financial Assurance areas in Assurance Plan by 31/03/14

We have completed 75% of the planned projects, with the remaining project to be completed to draft report stage before 31 March 2014.

Review of agreed Grants & Certification Assurance areas in Assurance Plan by 31/03/14

We have completed 80% of the planned projects, with the remaining project scheduled to be completed to draft report stage before 31 March 2014.

Review of agreed Corporate Governance Assurance areas in Assurance Plan by 31/03/14

We have completed 46% of the planned projects (6 out of 13). All the remaining projects are in progress and should be completed by 31 March 2014.

Review of agreed High Corporate Risk Assurance areas in Assurance Plan by 31/03/14

We have completed 71% of the planned projects (5 of 7) and the remaining 2 will be completed by 31 March 2014.

Customer Standards - all targets 100%

Contact customers at least 2 weeks in advance to arrange a suitable date for our visit

Current performance is 93%. Shorter notice given to customer in one case.

Send customers the agreed Project Scoping Document before we commence work

Current performance is 100%

Send the customer a draft report within 10 working days of the closing meeting

Current performance is 94%. One draft report issued in 14 days due to pressure of work in the service.

Send the customer our final audit report within 5 working days of agreeing the draft

Current performance is 100%