WOOTTON

LOCAL COUNCIL AWARD SCHEME QUALITY

2017

WOOTTON PARISH COUNCIL - REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 28th May 2014	Full Council Meeting of Wootton Parish Council on 28th May 2014
Version 1.00	Full Council Meeting of Wootton Parish Council on 20th May 2015	Full Council Meeting of Wootton Parish Council on 20th May 2015
Version 1.00	Full Council Meeting of Wootton Parish Council on 11th May 2016	Full Council Meeting of Wootton Parish Council on 11th May 2016
Version 1.00	Full Council Meeting of Wootton Parish Council on 14th June 2017	Full Council Meeting of Wootton Parish Council on 14th June 2017

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

1. Meeting the standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference were (re)approved by Full Council on 14th June 2017; Scope of audit work takes into account risk management processes and wider internal control; Terms of reference define audit responsibilities in relation to fraud.	YES YES YES	
2. Independence	Internal Auditor has direct access to those charged with governance (see Financial Regulations); Reports are made in own name to management; Auditor does not have any other role within the council.	YES YES YES	
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	YES	
4. Relationships	The RFO is consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files);	YES	

	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters; The responsibilities of council members are understood; training of members is carried out as necessary.	YES YES	
5. Audit Planning and reporting	The Audit Plan properly takes account of corporate risk; The plan has been approved by the council on 14th June 2017; Internal Audit has reported in accordance with the plan on 14th June 2017.	YES YES YES	

2. Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	YES	
Understanding the whole organisation its needs and objectives	The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the body's Annual Governance statement.	YES	
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	YES	

Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	YES	
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	YES	
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	YES	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	YES YES	

Reviewed and adopted on: 14th June 2017.

Note: Review of effectiveness of Internal Audit must be reviewed and adopted by Wootton Parish Council annually during the financial year and before 31 March.