2020

WOOTTON PARISH COUNCIL - REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

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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
Version 1.00	Full Council Meeting of Wootton Parish Council on 13th June 2018	Full Council Meeting of Wootton Parish Council on 13th June 2018
Version 1.00	Full Council Meeting of Wootton Parish Council on 12th June 2019	Full Council Meeting of Wootton Parish Council on 12th June 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 8th July 2020	Full Council Meeting of Wootton Parish Council on 8th July 2020

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 last approved at the Annual Council Meeting of Wootton Parish Council on 15th May 2019 and Keens Shay Keens Ltd have confirmed these are reviewed every three years. 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); 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 YES	
5. Audit Planning and reporting.	The Audit Plan (Internal Audit Specifications and Terms of Reference) properly takes account of corporate risk; The Audit Plan (Internal Audit Specifications and Terms of Reference) was last approved at the Annual Council Meeting of Wootton Parish Council on 15th May 2019 and has been carried over to 2021 as the ACM was not held in 2020 due to Coronavirus (Covid-19) restrictions; Internal Audit will report in accordance with the plan on 8th July 2019.	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 Audit Plan (Internal Audit Specifications and Terms of Reference) 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,	YES	

	rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.		
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 8th July 2020.

Note: Review of effectiveness of Internal Audit must be reviewed and adopted by Wootton Parish Council as soon as practicable after year end, 31st March, and signed off by Full Council as part of year-end preparations/closure.