

Haverhill Town Council Internal Audit Review - June 2020

Expected standard	Evidence of achievement	Yes or No	Areas for development	Action
1. Scope of internal audit	<p>Terms of reference for internal audit were (re)approved by full council on [date].</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Adopted 21/7/15, reviewed 20/2/17 reviewed 19/2/18 reviewed 18/06/19 reviewed 22/06/20</p> <p>Risk Register adopted 21/7/15, reviewed 20/2/17 reviewed 19/2/18 reviewed 18/06/19 reviewed 22/06/20</p> <p>reviewed 20/2/17 reviewed 19/2/18 reviewed 18/06/19 reviewed 22/06/20</p>		
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board.</p>	<p>Y</p> <p>Y</p> <p>Correct</p>		
3. Competence	<p>Is the internal audit work carried out ethically, with integrity and objectivity, and a good understanding of local council legislation and procedures.</p>	Y		
4. Relationships	<p>All responsible officers (Clerk and RFO, Finance Administrator, Website Administrator) are consulted on the internal audit plan. (Evidence is on file).</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary.</p>	<p>Y</p> <p>Y</p> <p>Y</p>		<p>Training Log for Councillors</p>
5. Audit Planning and Reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date].</p> <p>Internal audit has been reported to the Full Council</p>	<p>22/06/2020</p> <p>25/11/2019</p> <p>22/06/2020</p>		<p>Risk Register updated 03/06/2020</p>

Characteristics of 'effectiveness'	Evidence of achievement	Yes or No	Areas for development	Action
Internal audit work is planned	<p>Planned internal audit work is based on risk assessment and designed to meet the council's needs.</p>	<p>Adopted 2015, reviewed 20/2/17 reviewed 19/2/18 reviewed 18/6/19 reviewed 22/06/20</p>		See 1.2
Understanding the whole organisation its needs and objectives	<p>The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.</p>	Y		See 4.1
Be seen as a catalyst for change	<p>Internal audit supports the council's work in delivering improved services to the community.</p>	Y		TOR now includes this
Add value and assist the organisation in achieving its objectives	<p>The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.</p>	Y		Agenda item
Be forward looking	<p>In formulating the annual audit plan, national agenda changes are considered.</p> <p>Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements.</p>	<p>Y</p> <p>Y</p>		<p>See 4.1</p> <p>TOR now includes this</p>
Be challenging	<p>Internal audit focuses on the risks facing the council.</p> <p>Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.</p>	<p>Y</p> <p>Y</p>		<p>TOR now includes this</p> <p>see 4.3</p>
Ensure the right resources are available	<p>Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.</p>	Y		TOR now includes this