

## Audit Title: PSIAS Self-Assessment

REF	SELF-ASSESSMENT QUESTION	FINDINGS	RECOMMENDATIONS	RISK RATING	MANAGEMENT RESPONSE	RESPONSIBLE OFFICER	ACTION DATE
1	Does the chief audit executive (CAE) periodically review the internal audit charter and present it to senior management and the board for approval?	The Charter is approved by the Audit Committee in the presence of the Section 151 Officer. At present, it is not approved by other Senior Management.	Consideration should be given to presenting the Audit Charter to Senior Management Team, with further consideration given to being countersigned by the Chief Executive.	Green	The Audit Charter will be presented to, and discussed with, each Director and the Chief Executive upon each review. The Audit Charter will be reviewed in full for approval by Audit Committee in January 2019.	Audit Manager / Chief Audit Executive	January 2019
2	Does the Board approve decisions relating to the appointment and removal of the CAE?	This is not in place. In accordance with the Constitution of the Council, the Cabinet is responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The Employment Conditions Committee is responsible for posts at Chief Officer level and above.	No recommendation to be made as this would be against the Council's current Constitution and agreed pay policy.	Green	No Action Required		
3	Does the risk-based plan set out how internal audit's work will identify and address local and national issues and risks?	The audit plan does not set this out specifically, but consideration is taken of issues raised by Scrutiny Committees and any national risks that may impact upon the Council. These are reported regularly to Audit Committee for consideration either for inclusion within the current year plan or a future year's plan.	Although comment is already made in the progress reports to Audit Committee, Management should consider including information on consideration of local and national issues in the committee reports on the development of the audit plan for the following year.	Green	Assurance Mapping will be further progressed in the development of the 2019/20 audit plan. This approach and the audit coverage will be communicated to Audit Committee as it is progressed in quarter 4 2018/19.	Audit Manager	by 31 March 2018

4	<p>Has the internal audit activity evaluated the effectiveness of the organisation's ethics-related objectives, programmes and activities?</p>	<p>A governance review was undertaken in 2017/18 and focussed on the framework relating to staff. This will be expanded further in 2018/19 to the effectiveness of other aspects of the Council's ethics-related objectives and activities.</p>	<p>Audits of ethics-related objectives, programmes and activities should be undertaken annually as part of the review of the Council's corporate governance framework.</p>	<p>Amber / Green</p>	<p>Assurance on ethics will be achieved through a combination of audit engagements. Whilst there may not be a dedicated audit engagement on 'ethics' each year, audit work will be scoped to provide a view of ethics as part of the annual audit opinion.</p> <p>The quality assurance process has been recomunicated to the Internal Audit Team to ensure all audits are performed and reviewed in accordance with the Standards, in which there is a requirement for appropriate attention to ethics.</p>	<p>Audit Manager</p> <p>In place October 2018</p>
5	<p>Has the internal audit activity evaluated the effectiveness of the organisation's risk management processes by determining that:</p> <p>a) Organisational objectives support and align with the organisation's mission?</p> <p>b) Significant risks are identified and assessed?</p> <p>c) Appropriate risk responses are selected that align risks with the organisation's risk appetite?</p> <p>d) Relevant risk information is captured and communicated in a timely manner across the organisation, thus enabling the staff, management and the board to carry out their responsibilities?</p>	<p>An Internal Audit of Risk Management Arrangements was undertaken in 2017/18 and further work will be undertaken in 2018/19. Various aspects of risk management processes were reviewed in 2017/18 as part of individual audits and risk / governance information is used to scope and plan audits.</p>	<p>Whilst it is appreciated that risk and governance are key parts of the planning and scoping of all audits, separate audits of the Council's risk management arrangements should be undertaken annually as part of the review of the Council's corporate governance framework.</p>	<p>Amber / Green</p>	<p>Agreed, each year an assurance audit engagement on Risk Management will be undertaken, and the risk management output will be taken into account in risk-based audit planning.</p>	<p>Audit Manager</p> <p>October 2018</p>

6	Does the engagement plan include the engagement's objectives, scope, timing and resource allocations?	This is in place for all assurance engagements, but improvements are needed for consulting engagements.	Consideration should be given to developing a proforma for significant consultation engagements (i.e. those exceeding 10 planned days). The proforma should set out the objectives, scope and respective responsibilities for the engagement (and include resource allocations).	Green	Arrangements will be made for the objectives, scope, responsibilities and resource allocations for all new consulting engagements to be documented in support of the audit plan.	Audit Manager	October 2018
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