

Quality Assurance and Improvement PlanNottinghamshire County Council Internal Audit Service

	Audit Standard	Gap in meeting standard	Action Required	Officer responsible	Timeline	Progress as at June 2016
Organisational Independence						
1	CAE should report to level of corporate management team	CAE reports to Service Director	Explain as part of Annual Report	Head of Internal Audit	June 2016	Explained in Annual Report
2	The Board approves the internal audit budget and resource plan	The Board does not approve the budget. This is a responsibility of Full Council	Explain arrangements as part of Annual Report	Head of Internal Audit	June 2016	Explained in Annual Report
3	The Board approves decisions relating to the appointment and removal of the CAE	This responsibility is fulfilled by the Service Director under the Constitution.	Explain arrangements as part of Annual Report	Head of Internal Audit	June 2016	Explained in Annual Report
4	The Chief Executive should contribute to the performance appraisal of the CAE	No formal contribution from the Chief Executive	Include in future performance appraisal	Service Director for Finance and Procurement	December 2016	
5	Feedback should be sought from the Chair of the Audit Committee for the CAE's performance appraisal	No formal contribution from the Chair	Include in future performance appraisal	Service Director for Finance and Procurement	December 2016	
Due Professional Care						
6	Consider the cost of consulting engagements in relation to potential benefits	Not formally considered and documented	Include this consideration i the engagement record for consulting assignments	Head of Internal Audit	Immediate	

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<i>Reviewing the effectiveness of Internal Audit</i>						
7	A formal external review of Internal Audit must be completed once every five years, with the first being due by the end of 2017/18	External review has yet to be commissioned	Evaluate options for the external review of Internal Audit and seek approval of Audit Committee	Audit Committee to consider options presented by the Head of Internal Audit	March 2017	
8	Internal self-assessments of Internal Audit should be carried out by officers independent of the Section and with the appropriate knowledge and understanding of the required standards,	Self-assessments are carried out by the Head of Internal Audit	Determine whether an appropriate, independent officer is available within the Council to carry out an internal self-assessment prior to the commissioning of the external review	Head of Internal Audit to identify a suitable officer Appointed officer to carry out self-assessment	September 2016 March 2017	
<i>Policies and Procedures</i>						
9	Maintaining and audit manual to guide staff in the performance of their duties in compliance with the PSIAS	The current Audit Manual requires updating	Update the Audit Manual	Head of Internal Audit	September 2016	
<i>Nature of audit coverage</i>						
10	Review the organisation's ethics-related objectives, programmes and activities	Coverage as part of some planned audits, but no audit dedicated to this topic	Include a cross-cutting review of the organisation's culture and ethics as part of a future planning period	Head of Internal Audit	January 2017 as part of planning for 2017/18 audit plan	
11	Review the effectiveness of the organisation's risk management processes	The Head of Internal Audit is a member of the Risk Safety &	A dedicated cross-cutting review of risk management is	Head of Internal Audit	March 2017	

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		Emergency Management Board, but a dedicated audit of this topic has not been carried out recently	included in the 2016/17 audit plan			
Communications						
12	Engagement results released outside the organisation should include limitations on distribution and use of the results	No caveat is placed on results released outside the organisation	A caveat has been developed but still to be actively used	Head of Internal Audit	Immediate	
13	Timeliness of communications	Some instances in recent years of assignments taking lengthy periods to complete and report findings	Timely completion of audit assignments to be monitored more closely through the introduction of 1:1 supervision sessions	Head of Internal Audit to carry out periodic 1:1 supervision sessions with all staff	From June 2016	
General efficiency and effectiveness of the service						
14	Identifying opportunities to improve the efficiency and effectiveness of the service	The Internal Audit Service Plan for 2016/17 includes actions to improve some aspects of the service	<ul style="list-style-type: none"> a) Embed the use of audit automation software b) implement revised time-recording and performance management module c) revise procedure for following up audit 	Head of Internal Audit	<ul style="list-style-type: none"> a) Immediate b) September 2016 c) September 2016 	

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			recommendations			
Internal Audit Charter						
15	Internal Audit Charter is compliant with the current standards	The standards were revised with effect from April 2016 to include an Audit Mission statement and a set of Core Principles. The charter may need to be updated if proposals to revise the follow-up process are accepted.	Present an updated Internal Audit Charter to the Audit Committee for approval.	Head of Internal Audit	September 2016 meeting of the Audit Committee	