Public Sector Internal Audit Standards External Assessment – Action Plan

Standard	Action	Response	Target Date	Status
1000	Consider specifying who receives a report of insufficient resources and what they should do about it (S1).	If this situation was to occur the Senior Auditor would draw this to the attention of all relevant individuals.	N/A	
1200	Consider keeping meeting and planning papers with the relevant audit files (S2).	This is now being applied to 'new' audits and the engagement plans now detail the date of the set up meeting and the attendees.	Immediate	Implemented
1300	Consider involving non-audit staff in the annual self-assessment processes or rule this out in the QAIP procedure (S1).	Will consider as part of the next self-assessment.	May 2016	
1300	Consider including the results of the satisfaction survey in the annual report (S2).	The results are reported in the quarterly progress reports therefore do not consider it necessary to also include in the annual report.	N/A	
1300	Discussions about the external assessment should take place during formal Audit Committee meetings and the decisions should be minuted (R1).	The assessment was discussed at the March 2015 Audit Committee as part of the Internal Audit Progress Report. Within this report the Senior Auditor recommended that the external assessment be carried out and the Committee agreed, indicated by their acceptance of the report. In future the Senior Auditor will ensure all important decisions are minuted explicitly.	Next external assessment not required until 2020 however this approach will be applied at all Audit Committees.	Implemented
1300	Ensure the QAIP is reported in the annual report when the programme is in place (R2).	2014/15 Annual Report includes progress against the QAIP action plan.	May 2015	Implemented
2201	Consider filing working drafts of engagement plans with audit papers (S5).	This is now being applied to 'new' audits and the engagement plans now detail the date of the set up meeting and the attendees.	Immediate	Implemented
2210	Include overt references to fraud, error and value for money in planning documents (S6).	This is now being included overtly as part of the audit objectives.	Immediate	Implemented
2210	Ensure that risks are listed in engagement plans for all audits, including non-risk-based audits (S7).	Risks will be included on all engagement plans.	Immediate	Implemented

2330	Introduce the testing schedule at NWL (R3).	Testing schedules were already being used at NWL however we have made them clearer.	Immediate	Implemented
2330	Include any handwritten working papers, e.g. interview notes, in the audit file by scanning if necessary (R4).	I do not accept this recommendation. We write up notes after the meeting in the compliance testing schedule record. We will make clearer reference to dates/times of interviews in our working papers but as an audit team we do not feel keeping all the handwritten notes would add value.	N/A	Not accepted
2330	Agree a retention policy (R5).	Agreed – in line with LGA guidance it will be 6 years. This will be included in the corporate policy when it reviewed.	Immediate	Implemented
2340	Include the senior auditor's name on engagement plans and reports (R6)	Agreed.	Immediate	Implemented
2340	Continue to explore ways to supervise and review audit work undertaken by senior auditor (S8).	Agreed.	Immediate and ongoing	In progress
2410	Consider if it would be appropriate to include or offer more details on more critical reports (S9).	Report templates are already amended on an audit by audit basis.	N/A	
2450	Revise the opinion so that they are consistent with each other (R7).	Agreed. Annual opinion now based on assurance model used for all audits.	May 2015	Implemented
2450	Make it clear that the opinion reflects governance, risk and control, either in the definitions or in the text preceding the definitions and control (R8).	Agreed.	May 2015	Implemented
Code of Ethics	Consider developing a training needs assessment (S10).	This will be considered as part of the BEE Valued Reflection process. The development element is considered at Q3 meeting.	December 2015	