

**Presteigne and Norton Town Council – 2017 Internal Audit Review Checklist**  
**Section A - Meeting standards**

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	<p>Updated Terms of reference for internal audit were approved by full council on 18th November 2015 and are reviewed annually.</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>Y</p> <p>Y</p> <p>Y</p>	
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council/board.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	<p>Y</p>	
4. Relationships	<p>The responsible officer (Clerk/RFO) is consulted on the internal audit plan.</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>Additional training in local audit procedures and in Council finance in general may be required by some 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 reported in accordance with the plan on.</p>	<p>Y</p> <p>Y</p>	

**Presteigne and Norton Town Council – 2017 Internal Audit Review Checklist  
Section B - Characteristics of Effectiveness**

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Yes or No</b>	<b>Areas for development</b>
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	<b>Y</b>	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	<b>Y</b>	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	<b>Y</b>	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<b>Y</b>	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	<b>Y</b> <b>Y</b>	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	<b>Y</b> <b>Y</b>	
7. Ensure the right resources are available	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.	<b>Y</b> <b>Y</b>	

**Reviewed, reported, considered and adopted by members at a full meeting of Council held on 15<sup>th</sup> November 2017:-**

**Cllr J. Wilding**

Town Mayor

\_\_\_\_\_

**Mrs Tracey Price**

Clerk & Responsible Financial Officer

\_\_\_\_\_

\_\_\_\_\_