

Bridgend & Vale Internal Audit Shared Service

Internal Audit Shared Service

**Quality Assurance and Improvement
Programme (QAIP)**

1. **Purpose**

1.1 Internal Audit's QAIP is designed to provide reasonable assurance to its key stakeholders that it:

- Performs its work in accordance with its Charter
- Operates in an effective and efficient manner
- Is perceived by its key stakeholders as adding value and improving the service that it provides

2. **Responsibility**

2.1 The Chief Internal Auditor is responsible for the QAIP, which covers all types of Internal Audit activities, including consultancy work and will ensure that the results of this programme are communicated to the Corporate Management Board / Team (CMB/T) and the relevant Audit Committees as part of the annual assessment of the effectiveness of the Internal Audit Service.

3. **Internal Assessments**

Ongoing Reviews

3.1 These will consist of the following key elements and be undertaken by the Principal Auditors and/or Group Auditors:

- Feedback from supervision of individual assignments, which will be recorded on the Post Audit Assessment Form (attached at Appendix A1) in respect of:
 - The Scope and Objectives of the audit have been met;
 - The Audit testing programme has been completed in a thorough, accurate and timely manner.
 - The standards of working papers and evidence collected are in accordance with Audit processes and procedures.
 - The Auditor assigned has fully understood and reflected the findings and conclusions of the audit within the report.
 - The audit has been completed within the allotted planned time.
 - The audit report has been produced in an accurate and timely manner and to a good standard.
 - Individual auditor training and development needs are identified.
 - Suggestions for improvements to Internal Audit's efficiency and/or effectiveness.
 - Suggestions as to further areas where Internal Audit can add additional value in the future.

- Quality reviews by the Chief Internal Auditor of completed assignments, will ensure that:
 - The Scope and Objectives have been properly approved;
 - All the Scope and Objectives have been adequately covered in the assignment;
 - A thorough evaluation of the key controls within the relevant Internal Control framework has been completed;
 - The audit testing programme has been completed in line with Audit Processes and Procedures;
 - The standard of working papers is in accordance with Audit Processes and procedures;
 - The draft memorandum / report and implementation plan, where applicable, includes all the issues identified during the assignment with adequate supporting evidence detailed and appropriate recommendations made to address the issues with the appropriate risk factor allocated;
 - The appropriate “Assurance Level” has been allocated
- Feedback from client satisfaction questionnaires, with any not achieving an satisfactory standard being followed up with the service manager;
- Feedback from formal meetings in respect of the quality and scope of the Internal Audit Service with Corporate Directors and Heads of Service which will be held at least annually;
- Analysis of monthly Internal Audit performance indicator out turns which will be reported to the relevant Chief Officers and the relevant Audit Committees on a quarterly basis;
- Quarterly checks by the Chief Internal Auditor that the auditor rotation system is being complied with.

Periodic Reviews

3.2 These will consist of the following key elements:

- Six monthly reviews of achievement of Internal Audit’s Service Plan objectives and actions;
- An annual assessment of Internal Audit’s conformance with its Charter, Public Sector Internal Auditing Standards and CIPFA’s Local Government Application Note, with an improvement plan produced to address any areas of non-conformance identified;
- Annual risk assessment of assurance framework to inform the Audit Plan;

- Annual benchmarking exercise with other Internal Audit service providers covering both quantitative and qualitative aspects of service provision;
- Quarterly reports to the relevant Audit Committees on progress with delivery of the Audit Plan;
- Annual effectiveness review of the system of internal audit in line with the Accounts and Audit (Wales) Regulations 2005 as amended with the results reported to the relevant Audit Committees.

4. **External Assessments**

- 4.1 An external assessment will be carried out at least once every five years by a qualified, independent assessor or assessment team from outside the Council
- 4.2 The Chief Internal Auditor will agree the arrangements and scope of the assessment with the relevant Chief Officers, the relevant Audit Committee and the independent assessor.

5. **Improvement Programme**

- 5.1 Timely and appropriate action will be taken and recorded by the Chief Internal Auditor to address any areas of non-conformance or opportunities for service improvement identified from either internal or external assessments. The results of this programme will be reported annually to the relevant Chief Officers and the relevant Audit Committee.