

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
1	Definition of Internal Auditing					
	Is the Internal Audit Activity					
	a) Independent?	Y				Compliance within the Shared Service Charter WP 1.1
	b) Objective?	Y				Compliance within the Shared Service Charter WP 1.1
	Does the internal audit activity use a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes within the organisation?	Y				Compliance within the Shared Service Charter WP 1.1
2	Code of Ethics					
	Integrity - Do internal auditors					
	a) Perform their work with honesty, diligence and responsibility?	Y				Compliance within the Code of Ethics WP 2.1
	b) Observe the law and make disclosures expected by the law and the profession?	Y				Compliance within the Code of Ethics WP 2.1
	c) Not knowingly partake in any illegal activity nor engage in acts that are discreditable to the profession of internal auditing or to the organisation?	Y				Compliance within the Code of Ethics WP 2.1
	d) Respect and contribute to the legitimate and ethical objectives of the organisation?	y				Compliance within the Code of Ethics WP 2.1
	Objectivity – Do internal auditors display objectivity by not:					
	a) Taking part in any activity or relationship that may impair or be presumed to impair their unbiased assessment?	Y				Compliance within the Code of Ethics WP 2.1
	b) Accepting anything that may impair or be presumed to impair their professional judgement?	Y				Compliance within the Code of Ethics WP 2.1
	c) Disclosing all material facts known to them that, if not disclosed, may distort the reporting of activities under review?	y				Compliance within the Code of Ethics WP 2.1

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	Confidentiality – Do internal auditors display confidentiality by: a) Acting prudently when using information acquired in the course of their duties and protecting that information? b) Not using information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organisation?	Y Y				Compliance within the Code of Ethics WP 2.1 Compliance within the Code of Ethics WP 2.1
	Competency – do internal auditors display competency by a) Only carrying out services for which they have the necessary knowledge, skills and experience? b) Performing services in accordance with the PSIAS? c) Continually improving their proficiency and effectiveness and quality of their services, for example through CPD schemes? d) Do internal auditors have regard to the on Standards of Public Life’s - Seven principles of Public Life?	Y Y Y Y				Compliance within the Shared Service Charter WP 1.1 Identified by the Quality Assurance and Improvement Programme (every review is assessed in accordance with the criteria as outlined in the QAIP) WP 3
3	Attribute Standards					
3.1	1000 Purpose, Authority and Responsibility					
	Does the Internal Audit Charter include a formal definition of: a) The purpose, b) The authority, and c) The responsibility Of the internal audit activity consistent with the Public Sector Internal Audit Standards (PSIAS)?	Y Y Y Y				All as outlined in the Shared Service Charter WP 1.1 And Public Sector Internal Audit Standards (PSIAS) WP 4.1 & WP 4.2
	Does the Internal Audit Charter define the terms “board” and “senior management” for the purposes of the internal	Y				As outlined in the Shared Service Charter WP 1.1

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	audit activity? Note that it is expected that the Audit Committee will fulfil the role of the board in the majority of instances.					
	Does the Internal Audit Charter also: <ul style="list-style-type: none"> a) Set out the internal audit activity's position within the organisation? b) Establish the CAE's functional reporting relationship with the board? c) Establish the accountability, reporting line and relationship between the CAE and those to whom the CAE may report administratively? d) Establish the responsibility of the board and also the role of the statutory officers (such as the CFO, the Monitoring Officer and the head of paid service) with regards to internal audit? e) Establish internal audit's right of access to all records, assets, personnel and premises and its authority to obtain such information and explanation as it considers necessary to fulfil its responsibilities? f) Define the scope of internal audit activities? g) Recognise that internal audit's remit extends to the entire control environment of the organisation? h) Identify internal audit's contribution to the review of effectiveness of the control environment, as set out in the Accounts and Audit (Wales) Regulations 2005, as amended? i) Establish the organisational independence of internal audit? j) Cover the arrangements for appropriate resourcing? 	Y Y Y Y Y Y Y Y Y Y				See Shared Service Charter WP 1.1

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	k) Define the role of internal audit in any fraud-related work? l) Set out the existing arrangements within the organisation's anti-fraud and anti-corruption policies, to be notified of all suspected or detected fraud, corruption or impropriety? m) Include arrangements for avoiding conflicts of interest if internal audit undertakes non-audit activities? n) Define the nature of assurance services provided to the organisation, as well as assurances provided to parties external to the organisation? o) Define the nature of consulting services? p) Recognise the mandatory nature of the PSIAS?	Y				
	Does the CAE periodically review the internal audit charter and present it to senior management and the board for approval?	Y				Shared Service Charter for 15-16 presented to Audit Committee for approval on 24.2.2015. WP 1.2
	Does the CAE contribute to audit committee agendas?	Y				Develops; writes and presents: The Forward Work Programme WP 3, Out turn reports WP 5, Shared Service Charter WP 1, and any other reports requested for Audit Committee approval. Attends all meetings.
	Does the CAE have direct and unrestricted access to senior management and the board?	Y				As stated in the Shared Service Charter WP 1.1
	Does the CAE have free and unfettered access to, as well as communicate effectively with, the chief executive or equivalent and the chair of the Audit Committee?	Y				As stated in the Shared Service Charter WP 1.1
	Are threats to objectivity identified and managed at the following levels: a) Individual auditors/ b) Engagement? c) Functional?	Y Y Y				As stated in the Shared Service Charter WP 1.1

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	d) Organisational?	Y				
	1110 Organisational Independence					
	Does the CAE report to an organisation level equal or higher to the corporate management team?	Y				Within BCBC, reports to the Director of Resources & Section 151 Officers and within VOG reports to the Head of Finance – Section 151 Officer. Both officers are Corporate Officers and attend Corporate Management Board / Team.
	Does the CAE report to a level within the organisation that allows the internal audit activity to fulfil its responsibilities?	Y				As stated in the Shared Service Charter WP 1.1
	Have reporting and management arrangements been put in place that preserves the CAE's independence and objectivity? This is of particular importance when the CAE is line managed by another officer of the authority?	Y				As stated in the Shared Service Charter WP 1.1
	Does the CAE's position in the management structure: a) Reflect the influence he or she has on the control environment? b) Provide the CAE with sufficient status to ensure that audit plans, reports and action plans are discussed effectively with the board? c) Ensure that he or she is sufficiently senior and independent to be able to provide credibly constructive challenge to senior management?	Y Y Y				This is stated in the Shared Service Charter WP 1.1 which is presented to Audit Committee Annually.
	Does the CAE confirm to the board, at least annually, that the internal audit activity is organisationally independent? The following examples can be used by the CAE when assessing the organisational independence of the internal activity: The Board: a) Approves the internal audit charter b) Approves the risk-based audit plan c) Approves the internal audit budget and resource	Y Y Y				This is demonstrated within the Agenda for Audit Committee 24.2.2015. WP 1.2 & WP 1.3 and in the minutes of the Internal Audit Shared Service Board meetings.

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	plan d) Receives communications from the CAE on the activity's performance (in relation to the plan) e) Approves decisions relating to the appointment and removal of the CAE f) Seeks reassurance from management and the CAE as to whether there are any inappropriate scope or resource limitations	Y Y Y				
	Does the chief executive or equivalent undertake, countersign, contribute feedback to or review the performance appraisal of the CAE?	y				This is set out in the Shared Service Charter WP 1.1 and quarterly meetings held with the Managing Director – Vale of Glamorgan
	Is feedback sought from the chair of the audit committee for the CAE's performance appraisal?	y				Not documented – demonstrated in forward work programme being achieved.
	1111 Direct Interaction with the Board					
	Does the CAE communicate and interact directly with the Board?	Y				Demonstrated via Audit Committee meetings. WP 2 QAIP and meetings held with the Internal Audit Shared Service Board.
	1120 Individual Objectivity					
	Do internal auditors have an impartial, unbiased attitude?	Y				As outlined in the Shared Service Charter WP 1.1 and Code of Ethics WP 2.1
	Do internal auditors avoid any conflict of interest, whether apparent or actual?	Y				As outlined in the Shared Service Charter WP 1.1 and Code of Ethics WP 2.1 and the annual completion of the Declaration of Interest form.
	1130 Impairment to Independence or Objectivity					
	If there has been any real or apparent impairment of independence or objectivity, has this been disclosed to appropriate parties (depending on the nature of the impairment and the relationship between the CAE and senior management/the board as set out in the internal				Y	None – Not applicable however it would be reflected in the Head of Audits Annual Opinion report WP 5.1 and WP 5.2

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	audit charter)?					
	Have internal auditors assessed specific operations for which they have been responsible within the previous year?	Y				Stated within IASS Annual Plan WP 6.1 Copies taken of Declaration of interests within the Audit Section as evidence WP 7.1
	If there have been any assurance engagements in areas over which the CAE also has operational responsibility, have these engagements been overseen by someone outside of the internal audit activity?				Y	Not applicable – However, this would be reported within the Head of Audit Opinion Report WP 5.1 and WP 5.2 which is submitted to the IASS Board and Audit Committee.
	Are assignments for ongoing assurance engagements and other audit responsibilities rotated periodically within the internal audit team?	Y				We provide a Shared Service therefore all staff is expected to work across both Councils and all activities.
	Have internal auditors declared interests in accordance with organisational requirements?	Y				See Declaration of Interest Forms. WP 7.1
	Where any internal auditor has accepted any gifts, hospitality, inducements or other benefits from employees, clients, suppliers or other third parties (other than as may be allowed by the organisation's own policies) has this been declared and investigated fully?				Y	None for 2014-15. However, would follow the Council's Code for Gifts and Hospitality. WP 2.3
	Have any instances been discovered where an internal auditor has used information obtained during the course of duties for personal gain?				Y	No instances for 2014-15. However all employees follow the Code of Conduct Policy. WP 2.2
	Have internal auditors disclosed all material facts known to them which, if not disclosed, could distort their reports or conceal unlawful practice, subject to any confidentiality agreements?	Y				All outlined in Working papers and reviewed by senior Audit Officers. WP 7.2
	Have internal auditors complied with the Bribery Act 2010?	Y				Demonstrated in WP 2.4
	If there has been any real or apparent impairment of independence or objectivity relating to a proposed consulting services engagement, was this disclosed to the engagement client before the engagement was accepted?				Y	N/A. Do not provide consulting services.

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	Where there have been significant additional consulting services agreed during the year that were not already included in the audit plan, was approval sought from the board before the engagement was accepted?				Y	N/A
3.3	1200 Proficiency and Due Professional Care					
	1210 Proficiency					
	Does the CAE hold a professional qualification such as CMIIA/CCAB or equivalent?	Y				The CAE is CIPFA Qualified.
	Is the CAE suitably experienced?	Y				The CAE has a wide range of experience both in public and private sectors – audit experience spans over 20 years.
	Is the CAE responsible for recruiting appropriate internal audit staff, in accordance with the organisation's human resources processes?	Y				
	Does the CAE ensure that up to date job descriptions exist that reflect roles and responsibilities and that person specifications define the required qualifications, competencies, skills, experience and personal attributes?	Y				Up to date job descriptions are retained by Officers and HR.
	Does the internal audit activity collectively possess or obtain the skills, knowledge and other competencies required to perform its responsibilities?	Y				Within the Organisational chart and the Quality improvement and assessment programme WP 3
	Where the internal audit activity does not possess the skills, knowledge and other competencies required to perform its responsibilities; does the CAE obtain competent advice and assistance?	Y				Demonstrated through the PDRS process, HR and CIPFA guidance on the excellent auditor.
	Do internal auditors have sufficient knowledge to evaluate the risk of fraud and anti-fraud arrangements in the organisation?	Y				Demonstrated through Qualified Professionalism in Security (PINS) and regular attendance at courses.
	Do internal auditors have sufficient knowledge of key information technology risks and controls?	Y				Dedicated Computer Auditor who is qualified and a Trainee Computer Auditor within the section. In addition training on information technology provided to all staff.
	Do internal auditors have sufficient knowledge of the appropriate computer – assisted audit techniques that are	Y				Regular training exercises undertaken on CAATS. Demonstrated within the 'overheads' Training Folder.

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	available to them to perform their work, including data analysis techniques?					
	1220 Due professional care					
	Do internal auditors exercise due professional care by considering the: <ul style="list-style-type: none"> a) Extent of work needed to achieve the engagement's objectives; b) Relative complexity, materiality or significance of matters to which assurance procedures are applied? c) Adequacy and effectiveness of governance, risk management and control processes? d) Probability of significant errors, fraud, or non-compliance? e) Cost of assurance in relation to potential benefits? 	Y				Outlined in IASS business processes and procedures. Comprehensive consultation of Audit Brief.
	Do internal auditors exercise due professional care during a consulting engagement by considering the: <ul style="list-style-type: none"> a) Needs and expectations of clients, including the nature, timing and communication of engagement results? b) Relative complexity and extent of work needed to achieve the engagement's objectives? c) Cost of the consulting engagement in relation to potential benefits? 				Y	Not Applicable – we do not do consultancy work.
	1230 Continual Professional Development					
	Has the CAE defined the skills and competencies for each level of auditor?	Y				Aligned to CIPFA's Good Practice Guide to Skills and Competencies'.
	Does the CAE periodically assess individual auditors against the pre-determined skills and competencies;	Y				Outlined in the Shared Service Charter WP 1.1. Individual Auditors undergo a Personal Development Review annually (PDRS).

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	Do internal auditors undertake a programme of continuing professional development?	Y				As outlined by their professional body if applicable and part of the Council's PDRS
	Do internal auditors maintain a record of their professional development and training activities?	Y				Professional Development and Training Activities are recorded and retained within a file kept by the CAE.
3.4	1300 Quality Assurance and Improvement Programme (QAIP)					
	Has the CAE developed a QAIP that covers all aspects of the internal audit activity and enables conformance with all aspects of the PSIAS to be evaluated?	Y				As outlined in the Shared Service Charter WP 1.1 The Quality Assessment Improvement Programme (QAIP) is approved by Audit Committee, implemented and reviewed. WP 3.
	Does the QAIP assess the efficiency and effectiveness of the internal audit activity and identify opportunities for improvement?	Y				
	Does the CAE maintain the QAIP/	Y				The CAE maintains the QAIP. WP 3 and reports to Audit Committee
	If the organisation is a "larger relevant body" in England, does it conduct a review of the effectiveness of its internal audit at least annually, in accordance with the Accounts and Audit (England) Regulations section 6(3)?				Y	N/A
	1310 Requirements of the Quality Assurance and Improvement Programme					
	Does the CAE ensure that audit work is allocated to staff with the appropriate skills, experience and competence?	Y				As outlined in the Shared Service Charter WP1.1. In addition is part of the Quarterly Allocation process.
	Do internal assessments include ongoing monitoring of the internal audit activity, such as a) Routine quality monitoring processes? b) Periodic assessments for evaluating conformance with the PSIAS?	Y Y				As outlined in the Shared Service Charter WP1.1

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	Does ongoing performance monitoring include comprehensive performance targets?	Y				As outlined in the Shared Service Charter WP1.1
	Are the performance targets developed in consultation with appropriate parties and included in any service level agreement?	Y				Shown in Head of Audits Opinion Report WP5.1 & WP 5.2 and reported to audit committee.
	Does the CAE measure, monitor and report on progress against these targets?	Y				Performance is regularly reported to Audit Committee and to the Internal Audit Shared Service Board. WP 3.
	Does ongoing performance monitoring include obtaining stakeholder feedback?	Y				Evidence through Client Satisfaction Surveys. See WP 7.3
	Are the periodic self-assessments or assessments carried out by people external to the internal audit activity undertaken by those with a sufficient knowledge of internal audit practices? Sufficiency would require knowledge of the PSIAS and the wider guidance available such as the Local Government Application Note and/or IIA practice advisories etc.	Y				Assessed by external auditors on an annual basis. An external review of PSIAS to be undertaken within the 5 year period as set out in the Shared Service Charter WP1.1
	Does the period assessment include a review of the activity against the risk-based plan and the achievement of its aims and objectives?	Y				Demonstrated by the external auditor placing reliance on the work of internal audit.
	1312 External Assessments					
	Has an external assessment been carried out, or is it planned to be carried out, at least once every five years?	Y				As outlined in the Shared Service Charter and reported to Audit Committee WP1.1
	Has the CAE considered the pros and cons for the different types of external assessment (i.e. full or self-assessment plus independent validation)	Y				Stated within the Charter WP 1.2 - Within the 5 year period a report will be presented to the audit committee.
	Has the CAE discussed the proposed form of the external assessment and the qualifications and independence of the assessor or assessment team with the board?	Y				This will be undertaken prior to an external assessment and reported to Audit Committee.
	Has the CAE agreed the scope of the external assessment with an appropriate sponsor, such as the chair of the audit committee, the CFO or the chief executive?			Y		This will be undertaken prior to an external assessment and reported to Audit Committee.
	Has the CAE agreed the scope of the external assessment			Y		This will be undertaken prior to an external assessment and

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	with the external assessor or assessment team?					reported to Audit Committee.
	<p>Has the assessor or assessment team demonstrated its competence in both areas of professional practice of internal auditing and the external assessment process?</p> <p>Competence can be determined in the following ways:</p> <ul style="list-style-type: none"> a) Experience gained in organisations of similar size b) Complexity c) Sector (i.e. public sector) d) Industry (i.e. local government), and e) Technical experience <p>Note that if an assessment team is used, competence needs to be demonstrated across the team and not for each individual member.</p>				Y	Not Applicable at this time.
	Has the CAE used his or her professional judgement to decide whether the assessor or assessment team demonstrates sufficient competence to carry out the external assessment?				Y	Not Applicable at this time.
	Does the assessor or assessment team have any real or apparent conflicts of interest with the organisation? This may include, but is not limited to, being a part of or under the control of the organisation to which the internal audit activity belongs.				Y	Not Applicable at this time.
1320 Reporting on the QAIP						
	<p>Has the CAE reported the results of the QAIP to senior management and the board?</p> <p>Note that:</p> <ul style="list-style-type: none"> a) The results of both external and periodic internal assessment must be communicated upon completion; b) The results of ongoing monitoring must be communicated at least annually; c) The results must include the assessor's or 	Y				As outlined in the Shared Service Charter WP1.2 The QAIP results are reported on a regular basis to both the IASS Board and the relevant Audit Committee. see. WP 3.

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	assessment team's evaluation with regards to the degree of the internal audit activity's conformance with the PSIAS.					
	Has the CAE included the results of the QAIP and progress against any improvement plans in the annual report?	Y				Evidenced in the Opinion Report WP 5.1, 5.2 and Outturn Reports WP 5.3 submitted to Audit Committee.
	1321 Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"					
	Has the CAE stated that the internal audit activity conforms with the PSIAS only if the results of the QAIP support this?	Y				As Above
	1322 Disclosure of Non-conformance					
	Has the CAE reported any instances of non-conformance with the PSIAS to the board?				Y	No non-conformances and therefore not applicable.
	Has the CAE considered including any significant deviations from the PSIAS in the governance statement and has this been evidenced?				Y	Not applicable – no significant deviations from the PSIAS
4	Performance Standards					
	Do the results of the internal audit activity's work achieve the purposes and responsibility of the activity, as set out in the internal audit charter?	Y				This is contained within the Shared Charter WP 1.2 and reported to Audit Committee in the Outturn reports WP 5.3 and Annual Opinion reports WP5.1 and WP 5.2
	Does the internal audit activity conform with the Definition of Internal Auditing and the Standards?	Y				As above
	Do individual internal auditors, who are part of the internal audit activity, demonstrate conformance with the Code of Ethics and the Standards?	Y				As above
	Does the internal audit activity add value to the organisation and its stakeholders by a) Providing objective and relevant assurance; b) Contributing to the effectiveness and efficiency of the governance, risk management and internal	Y Y				As above

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	control processes?					
	2010 Planning					
	Has the CAE determined the priorities of the internal audit activity in a risk-based plan and are these priorities consistent with the organisation's goals?	Y				The Authority's Corporate Plan WP 6.2 dictates the Resources Service Plan WP 6.3 which leads into the Audit Team plan WP 6.1 These are sent to Audit Committee in March 2014-15 and stated in the IASS Strategy Annual Plan. The risk based plan is determined by a robust risk assessment process and detailed discussions with Corporate Directors and their Senior Management Teams. The Plan takes account of the Council's priority outcomes / objectives, the Directorate business / service plans and the overall Corporate Risk framework.
	Does the risk-based plan take into account the requirement to produce an annual internal audit opinion?	Y				The Annual Internal Audit Opinion is in the Outturn report sent to Audit Committee on 24.2.2015. WP5.1 and WP 5.2
	Does the risk-based plan take into account the organisation's assurance framework;	Y				Our plan is formulated on Assurance, Governance, Risk, Performance, Fraud and Error. WP 6.1
	Does the risk-based plan incorporate or is it linked to a strategic or high level statement of a) How the internal audit service will be delivered; b) How the internal audit service will be developed in accordance with the internal audit charter; c) How the internal audit service links to organisational objectives and priorities?	Y Y Y				All in Shared Service charter WP 1.1 and reflected in the Outturn reports WP 5.3. Also included in the IASS Strategy Document.
	Does the risk-based plan set out how internal audit's work will identify and address local and national issues and risks?	Y				Demonstrated within the Shared Service Charter WP 1.1 and Audit Annual Plan WP 6.1. Having regard to the Corporate Plan; the Directorate Business/Service Plans and the Corporate Risk Registers.

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	In developing the risk-based plan, has the CAE taken into account the organisation's risk management framework and relative risk maturity of the organisation?	Y				Within the Shared Service Charter and IASS Strategy WP 1.1 and Corporate Risk Register WP 8.
	If such a risk management framework does not exist, has the CAE used his or her judgement of risks after input from senior management and the board and evidenced this?				Y	Not Applicable
	Does the risk-based plan set out the: a) Audit work to be carried out? b) Respective priorities of those pieces of audit work? c) Estimated resources needed for the work?	Y				Demonstrated within the Shared Service Charter WP 1.1 and Audit Annual Plan WP 6.1
	Does the risk-based plan differentiate between audit and other types of work?	Y				As above
	Is the risk-based plan sufficiently flexible to reflect the changing risks and priorities of the organisation?	Y				As above
	Does the CAE review the plan on a regular basis and has he or she adjusted the plan when necessary in response to changes in the organisation's business, risks, operations, programmes, systems and controls?	Y				As above
	Is the internal audit activity's plan of engagements based on a documented risk assessment?	Y				As above
	Is the risk assessment used to develop the plan of engagements undertaken at least annually?	Y				As above
	In developing the risk-based plan, has the CAE also considered the following: a) Any declarations of interest (for the avoidance for conflicts of interest)? b) The requirement to use specialists, eg IT or contract and procurement auditors? c) Allowing contingency time to undertake ad hoc reviews or fraud investigations as necessary? d) The time required to carry out the audit	Y Y Y Y				As above

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	planning process effectively as well as regular reporting to and attendance of the board, the development of the annual report and the CAE opinion?					
	Is the input of senior management and the board considered in the risk assessment process?	Y				Meetings with Corporate Directors and their Senior Management Teams prior to the formulation of the plan and scoping of the audit.
	Does the CAE identify and consider the expectations of senior management, the board and other stakeholders for internal audit opinion and any other conclusions?	Y				Demonstrated in the outturn reports presented to Audit Committee quarterly. WP 5.1 and WP 5.2
	Does the CAE take into consideration any proposed consulting engagement's potential to improve the management of risks, to add value and to improve the organisation's operations before accepting them?				Y	N/A
	Are consulting engagements that have been accepted included in the risk-based plan?				Y	N/A
	2020 Communication and Approval					
	Has the CAE communicated the internal audit activity's plans and resource requirements to senior management and the board for review and approval?	Y				Plans are submitted to the relevant Audit Committee for approval and to the IASS Board. WP 6.4
	Has the CAE communicated any significant interim changes to the plan and/or resource requirements to senior management and the board for review and approval, where such changes have arisen?	Y				Senior Management Assurance Statement WP 9 is utilised as part of the ongoing monitoring arrangements.
	Has the CAE communicated the impact of any resource limitations to senior management and the board?	Y				As part of the ongoing monitoring arrangements. In Audit Plan WP 6.1 and outturn report WP 5.3
	2030 Resource Management					
	Does the risk-based plan explain how internal audit's resource requirements have been assessed?	Y				As above

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	Has the CAE planned the deployment of resources, especially the timing of engagements, in conjunction with management to minimise abortive work and time?	Y				As part of the consultation process when developing the plan.
	If the CAE believes that the level of agreed resources will impact adversely on the provision of the internal audit opinion, has he or she brought these consequences to the attention of the board? This may include an imbalance between the work plan and resource availability and/or other significant matters that jeopardise the delivery of the plan or require it to be changed.	Y				Evidence via part of the ongoing monitoring arrangements. Forward Work Programme WP 3 and Outturn reports WP 5.3 and WP 5.4
2040 Policies and Procedures						
	Has the CAE developed and put into place policies and procedures to guide the internal audit activity?	Y				Business Processes and Quality Assurance.
	Has the CAE established policies and procedures to guide staff in performing their duties in a manner than conforms to the PSIAS? Examples include maintaining an audit manual and/or using electronic management systems.	Y				Internal Audit Management System and Business Processes for all activities.
	Are the policies and procedures regularly reviewed and updated to reflect changes in working practices and standards?	Y				Quarterly reviews undertaken.
2050 Coordination						
	Does the risk-based plan include the approach to using other sources of assurance and any work that may be required to place reliance upon those sources?	Y				Includes specific allocation for other forms of assurance.
	Has the CAE carried out an assurance mapping exercise as part of identifying and determining the approach to using other sources of assurance?	Y				The Assurance Framework strategy is utilised.

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	Does the CAE share information and coordinate activities with other internal and external providers of assurance and consulting services?	Y				Regular meetings with External Auditors. Internal Audit and External Audit work together on assignments.
	Does the CAE meet regularly with the nominated external audit representative to consult on and coordinate their respective audit plans?	Y				Regularly planned meetings arranged.
	2060 Reporting to Senior Management and the Board					
	Does the CAE report periodically to senior management and the board on the internal audit activity's purpose, authority, responsibility and performance relative to its plan?	Y				Regular Audit Committee meetings and IASS Board meetings. Regular meetings with both Corporate Management Board / Team.
	Does the periodic reporting also include significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by senior management and the board?	Y				
	Is the frequency and content of such reporting determined in discussion with senior management and the board and are they dependent on the importance of the information to be communicated and the urgency of the related actions to be taken by senior management or the board?	Y				Quarterly attendance at CMB /CMT. If any issues are of a significant nature and requires action by Senior Management.
	2070 External Service Provider and Organisational Responsibility for Internal Auditing					
	Where an external internal audit service provider acts as the internal audit activity, does that provider ensure that the organisation is aware that the responsibility for maintaining and effective internal audit activity remains with the organisation?	Y				Applies to BCBC under the Internal Audit Shared Service.
	Does the internal audit activity evaluate and contribute to the improvement of the organisation's governance, risk management and internal control processes?	Y				Demonstrated in the Risk Based Annual Audit Plan WP 6.1 The Risk-Based Plan is configured under the following headings: Assurance, Governance; Risk and Performance Management;

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						Fraud and Error.
	Does the internal audit activity evaluate and contribute to the improvement of the above using a systematic and disciplined approach and is this evidenced?	Y				Evidenced via Outturn reports WP 5.3 and Forward work programmes WP 5.4
	2110 Governance					
	Does the internal audit activity: a) Promote appropriate ethics and values within the organisation? b) Ensure effective organisational performance management and accountability? c) Coordinate the activities of and communicate information among the board, external and internal auditors and management?	Y Y Y				Demonstrated within the Shared Service Charter WP1.1. Code of Ethics WP 2.1 and Code of Conduct WP 2.2
	Does the internal audit activity assess and make appropriate recommendations for improving the governance process as part of accomplishing the above objectives?	Y				All recommendations are categorised at the conclusion of the Audit. Compliance, Accomplishment of Objectives, Value for Money; Reliability and Integrity of Information; Safeguarding Assets; Governance; Corporate Impact; Self-Assessment.
	Has the internal audit activity evaluated the: a) Design b) implementation, and c) effectiveness of the organisation's ethics-related objectives, programmes and activities?	Y Y Y				
	Has the internal audit activity assessed whether the organisation's information technology governance supports the organisation's strategies and objectives?	Y				

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	Has the CAE considered the proportionality of the amount of work required to assess the ethics and information technology governance of the organisation when developing the risk-based plan?	Y				
	2120 Risk Management					
	Has the internal audit activity evaluated the effectiveness of the organisation's risk management processes by determining that: <ul style="list-style-type: none"> a) Organisational objectives support and align with the organisation's mission? b) Significant risks are identified and assessed? c) Appropriate risk responses are selected that align risks with the organisation's risk appetite? 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? 	Y Y Y Y				This is evidence through the Shared Service Charter WP1.1, the Internal Audit Shared Service Annual Audit Plan WP 6.1 and The Corporate Risk Register WP 8.
	Has the internal audit activity evaluated the risks relating to the organisation's governance, operations and information systems regarding the: <ul style="list-style-type: none"> a) Achievement of the organisation's strategic objectives? b) Reliability and integrity of financial and operational information? c) Effectiveness and efficiency of operations and programmes? d) Safeguarding of assets? e) Compliance with laws, regulations, policies, procedures and contracts. 	Y Y Y Y Y				As above
	Has the internal audit activity evaluated the potential for fraud and also how the organisation itself manages fraud risk?	Y				As Above

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	Do internal auditors address risk during consulting engagements consistently with the objectives of the engagement?				Y	N/A
	Are internal auditors alert to other significant risks when undertaking consulting engagements?				Y	N/A
	Do internal auditors successfully avoid managing risks themselves, which would in effect lead to taking on management responsibility, when assisting management in establishing or improving risk management processes?	Y				
	2130 Control					
	Has the internal audit activity evaluated the adequacy and effectiveness of controls in the organisation's governance, operations and information systems regarding the: <ul style="list-style-type: none"> a) Achievement of the organisation's strategic objectives? b) Reliability and integrity of financial and operational information? c) Effectiveness and efficiency of operations and programmes? d) Safeguarding of assets? e) Compliance with laws, regulations, policies, procedures and contracts? 	Y Y Y Y Y				Evidenced in the Annual Opinions Report. BCBC WP 5.2 & VOG WP 5.1
	Do internal auditors utilise knowledge of controls gained during consulting engagements when evaluating the organisation's control processes?				Y	N/A
4.3	2200 Engagement Planning					
	Do internal auditors develop and document a plan for each engagement?	Y				This is undertaken within the Objective, Scope and Brief of each assignment.

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	<p>Does the engagement plan include the engagement's:</p> <p>a) Objectives?</p> <p>b) Scope?</p> <p>c) Timing?</p> <p>d) Resource allocations?</p>	Y Y Y y				As above
	<p>Do internal auditors consider the following in planning an engagement, and is this documented:</p> <p>a) The objectives of the activity being reviewed?</p> <p>b) The means by which the activity controls its performance?</p> <p>c) The significant risks to the activity being audited?</p> <p>d) The activity's resources?</p> <p>e) The activity's operations?</p> <p>f) The means by which the potential impact of risk is kept to an acceptable level?</p> <p>g) The adequacy and effectiveness of the activity's governance, risk management and control processes compared to a relevant framework or model?</p> <p>h) The opportunities for making significant improvements to the activity's governance, risk management and control processes?</p>	Y Y Y Y Y Y Y Y				As Above
	<p>Where an engagement plan has been drawn up for an audit to a party outside of the organisation, have the internal auditors established a written understanding with that party about the following:</p> <p>a) Objectives?</p> <p>b) Scope?</p> <p>c) The respective responsibilities and other expectations of the internal auditors and the outside party (including restrictions on distribution of the results of the engagement and access to engagement records)?</p>				Y	N/A

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	For consulting engagements, have internal auditors established an understanding with the engagement clients about the following: a) Objectives? b) Scope? c) The respective responsibilities of the internal auditors and the client and other client expectations?				Y	N/A
	For significant consulting engagements, has this understanding been documented?				Y	N/A
	2210 Engagement Objectives					
	Have objectives been agreed for each engagement?	Y				This is evidenced within the Audit Brief, agreed with Service Management.
	Have internal auditors carried out a preliminary risk assessment of the activity under review?	Y				As above
	Do the engagement objectives reflect the results of the preliminary risk assessment that has been carried out?	Y				As above
	Have internal auditors considered the probability of the following, when developing the engagement objectives: a) Significant errors? b) Fraud? c) Non-compliance? d) Any other risks?	Y Y Y y				As above
	Have internal auditors ascertained whether management and/or the board have established adequate criteria to evaluate and determine whether objectives and goals have been accomplished?	Y				As above
	If the criteria have been deemed adequate, have the internal auditors used the criteria in their evaluation of governance, risk management and controls?	Y				As above

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	If the criteria have been deemed inadequate, have the internal auditors worked with management and/or the board to develop appropriate evaluation criteria?	Y				
	If the value for money criteria have been referred to, has the use of all the organisation's main types of resources been considered; including money, people and assets?	Y				
	Do the objectives set for consulting engagements address governance, risk management and control processes as agreed with the client?				Y	N/A
	Are the objectives set for consulting engagements consistent with the organisation's own values, strategies and objectives?				Y	N/A
2220 Engagement Scope						
	Is the scope that is established for the engagement sufficient to satisfy the engagement's objectives?	Y				This is undertaken within the Objective, Scope and Brief of each assignment.
	Does the engagement scope include consideration of the following relevant areas of the organisation: a) Systems; b) Records; c) Personnel; d) Premises.	Y Y Y Y				As above
	Does the engagement scope include consideration of the following relevant areas under the control of outside parties, where appropriate: a) Systems; b) Records; c) Personnel; d) Premises.	Y Y Y Y				As above
	Where significant consulting opportunities have arisen during an assurance engagement, was a specific written understanding as to the objectives, scope, respective responsibilities and other expectations				Y	N/A

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	drawn up?					
	Where significant consulting opportunities have arisen during an assurance engagement, were the results of the subsequent engagement communicated in accordance with the relevant consulting Standards?				Y	N/A
	For a consulting engagement, was the scope of the engagement sufficient to address any agreed-upon objectives?				Y	N/A
	If the internal auditors developed any reservations about the scope of a consulting engagement while undertaking that engagement, did they discuss those reservations with the client and therefore determine whether or not to continue with the engagement?				Y	N/A
	During consulting engagements, did internal auditors address the controls that are consistent with the objectives of those engagements?				Y	N/A
	During consulting engagements, were internal auditors alert to any significant control issues?				Y	N/A
	2230 Engagement Resource Allocation					
	Have internal auditors decided upon the appropriate and sufficient level of resources required to achieve the objectives of the engagement based on: a) The nature and complexity of each individual engagement? b) Any time constraints? c) The resources available?	Y Y Y				Evidenced within the Shared Service Charter, WP1.1. Included in the Objective, scope and brief of audit assignment. Also part of the quarterly allocation process
	2240 Engagement Work Programme					
	Have internal auditors developed and documented work programmes that achieve the engagement objectives?	Y				Evidenced within the Shared Service Charter, WP1.1. Included in the Objective, scope and brief of audit assignment.
	Do the engagement work programmes include the following procedures for: a) Identifying information?	Y				As above

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	b) Analysing information? c) Evaluating information? d) Documenting information?	Y Y y				
	Were work programmes approved prior to implementation for each engagement?	Y				Evidenced within the Annual Audit Plan. WP6.1
	Were any adjustments required to work programmes approved promptly?	Y				Part of continual monitoring
	Have internal auditors carried out the following in order to achieve each engagement's objectives: a) Identify sufficient information? b) Analyse sufficient information? c) Evaluate sufficient information? d) Document sufficient information?	Y Y Y y				This is demonstrated within the Review process of an audit upon completion of field work. WP 7.2
	2310 Identifying Information					
	Have internal auditors identified the following in order to achieve each engagement's objectives: a) Sufficient information? b) Reliable information? c) Relevant information? d) Useful information?	Y Y Y y				Evidenced within the Shared Service Charter, WP1.1. Included in the Objective, scope and brief of audit assignment.
	2320 Analysis and Evaluation					
	Have internal auditors based their conclusions and engagement results on appropriate analyses and evaluations?	Y				Evidenced within the Shared Service Charter, WP1.1. Included in the Objective, scope and brief of audit assignment and part of the review process and QAIP.
	Have internal auditors remained alert to the possibility of the following: a) intentional wrongdoing; b) errors and omissions; c) poor value for money; d) failure to comply with management policy, and e) conflicts of interest;	Y Y Y Y y				As Above

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	when performing their individual audits, and has this been documented?	Y				As Above
	2330 Documenting Information					
	Have internal auditors documented the relevant information required to support engagement conclusions and results?	Y				Evidenced within the Shared Service Charter, WP1.1. Included in the Objective, scope and brief of audit assignment. In addition also evidenced through Quality Documents used for each audit assignment.
	Are working papers sufficiently complete and detailed to enable another experienced internal auditor with no previous connection with the audit to ascertain what work was performed, to re-perform it if necessary and to support the conclusions reached?	Y				As above
	Does the CAE control access to engagement records?	Y				Access Limitations applied.
	Has the CAE obtained the approval of senior management and/or legal counsel as appropriate before releasing such records to external parties?	Y				
	Has the CAE developed and implemented retention requirements for all types of engagement records?	Y				Council Retention Schedule WP 2.5
	Are the retention requirements for engagement records consistent with the organisation's own guidelines as well as any relevant regulatory or other requirements?	Y				As above
	2340 Engagement Supervision					
	Are all engagements properly supervised to ensure that objectives are achieved, quality is assured and that staff are developed?	Y				Evidence via the Post Audit Assessment Document WP 7.4 and Annual PDRS.
	Is appropriate evidence of supervision documented and retained for each engagement?	Y				As above
4.5	2400 Communicating Results					
	Do internal auditors communicate the results of	Y				Exit / completion meeting are held with the Head of Service to

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	engagements?					communicate results of the assigned Audit.
	2410 Criteria of Communicating					
	Do the communications of engagement results include the following: a) The engagement's objectives? b) The scope of the engagement? c) Applicable conclusions? d) Recommendations and action plans, if appropriate?	Y Y Y y				Part of the Initial meeting to discuss scope and objectives of audit to be completed.
	Has the internal auditor discussed the contents of the draft final report with the appropriate levels of management to confirm factual accuracy, seek comments and confirm the agreed management actions?	Y				Part of the Audit process.
	If recommendations and an action plan have been included, are recommendations prioritised according to risk?	Y				Part of the Audit Process.
	If recommendations and an action plan have been included, does the communication also state agreements already reached with management, together with appropriate timescales?	Y				Part of the Audit Process.
	If there are any areas of disagreement between the internal auditor and management, which cannot be resolved by discussion, are these recorded in the action plan and the residual risk highlighted?	Y				Part of the Audit Process.
	Do communications disclose all material facts known to them in their audit reports which, if not disclosed, could distort their reports or conceal unlawful practice, subject to confidentiality requirements?	Y				Demonstrated within the Code of Conduct WP 2.2 and Code of Ethics WP2.1
	Do the final communications of engagement results contain, where appropriate, the internal auditor's opinions and/or conclusions, building up to the annual internal audit opinion on the control environment?	Y				

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	When an opinion or conclusion is issued, are the expectations of senior management, the board and other stakeholders taken into account?	Y				Part of the exit procedures and processes at the conclusion of the audit.
	When an opinion or conclusion is issued, is it supported by sufficient, reliable, relevant and useful information?	Y				Evidence through the Report and MIP completed. WP 7.5
	Where appropriate, do engagement communications acknowledge satisfactory performance of the activity in question?	Y				Stated in the Client Satisfaction Survey WP7.3
	When engagement results have been released to parties outside of the organisation, does the communication include limitations on the distribution and use of the results?	Y				Limitations are set by the IASS Board. Reports are published once finalised.
	If the CAE has been required to provide assurance to other partnership organisations, has he or she also demonstrated that their fundamental responsibility is to the management of the organisation to which they are obliged to provide internal audit services?	Y				As part of the Shared Service
	2420 Quality of Communications					
	Are communications: a) Accurate? b) Objective? c) Clear? d) Concise? e) Constructive? f) Complete? g) Timely?	Y Y Y Y Y Y Y				Denoted in the PSIAS WP 4.1 which IASS conform to. Evidenced within the Shared Service Charter WP1.1
	2421 Errors and Omissions					
	If a final communication has contained a significant error or omission, did the CAE communicate the corrected information to all				Y	If a significant error has occurred this would have been rectified during the review process, prior to Audit reports being finalised.

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	parties who received the original communication?					
	2430 Use of 'Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing'					
	Do internal auditors report that engagements are 'conducted in conformance with the PSIAS' only if the results of the QAIP support such a statement?	Y				Demonstrated within the QAIP. WP 3.
	2431 Engagement Disclosure of Non-conformance					
	Where any non-conformance with the PSIAS has impacted on a specific engagement, do the communication of the results disclose the following: a) The principle or rule of conduct of the <i>Code of Ethics</i> or <i>Standard(s)</i> with which full conformance was not achieved? b) The reason(s) for non-conformance? c) The impact of non-conformance on the engagement and the engagement results?				Y	N/A
	2440 Disseminating Results					
	Has the CAE determined the circulation of audit reports within the organisation, bearing in mind confidentiality and legislative requirements?	Y				Part of the pre-audit meeting process and agreed with CMB/CMT. Evidenced with the Code of Conduct WP 2.2
	Has the CAE communicated engagement results to all appropriate parties?	Y				Evidenced within the Shared Service Charter WP 1.1
	Before releasing engagement results to parties outside the organisation, did the CAE: a) Assess the potential risk to the organisation? b) Consult with senior management and/or legal counsel as appropriate? c) Control dissemination by restricting the use of the results?				Y	N/A
	Where any significant governance, risk management and control issues were identified during consulting engagements, were these communicated to senior				Y	N/A

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	management and the board?					
	2450 Overall Opinion					
	Has the CAE delivered an annual internal audit opinion?	Y				Evidence in Annual Audit Opinion WP 5.1 and 5.2
	Does the annual internal audit opinion conclude on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control?	Y				As above
	Does the annual internal audit opinion take into account the expectations of senior management, the board and other stakeholders?	Y				As above
	Is the annual internal audit opinion supported by sufficient, reliable, relevant and useful information?	Y				As above
	Does the communication identify the following: a) The scope of the opinion, including the time period to which the opinion relates? b) Any scope limitations? c) The consideration of all related projects including the reliance on other assurance providers? d) The risk or control framework or other criteria used as a basis for the overall opinion?	Y Y Y Y				As above
	Where a qualified or unfavourable annual internal audit opinion is given, are the reasons for that opinion stated?				Y	As above
	Has the CAE delivered an annual report that can be used by the organisation to inform its governance statement?	Y				As above
	Does the annual report incorporate the following: a) The annual internal audit opinion? b) A summary of the work that supports the opinion? c) A disclosure of any qualifications to the	Y Y Y				As above

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	opinion? d) The reasons for any qualifications to the opinion? e) A disclosure of any impairments or restriction in scope? f) A comparison or work actually carried out with the work planned? g) A statement on conformance with the PSIAS? h) The results of the QAIP? i) Progress against any improvement plans resulting from the QAIP? j) A summary of the performance of the internal audit activity against its performance measures and targets? k) Any other issues that the CAE judges is relevant to the preparation of the governance statement?	Y Y Y Y Y Y Y				
4.6	2500 Monitoring Progress					
	Has the CAE established a process to monitor and follow up management actions to ensure that they have been effectively implemented or that senior management have accepted the risk of not taking action?	Y				Demonstrated within the Shared Service Charter WP 1.1
	Where issues have during the follow-up process, has the CAE considered revising the internal audit opinion?	Y				As above
	Do the results of monitoring management actions inform the risk-based planning of future audit work?	Y				As above
	Does the internal audit activity monitor the results of consulting engagements as agreed with the client?				Y	Do not undertake consultancy work.
4.7	2600 Communicating the Acceptance of Risks					
	If the CAE has concluded that management has accepted a level of risk that may be unacceptable to the organisation, has he or she discussed the matter	Y				Demonstrated within the Shared Service Charter WP 1.1 Included within the Outturn reports for Audit Committee.

Ref.	Conformance with the Standard	Y	P	N	N/A	Evidence
	with senior management?					
	If, after discussion with senior management, the CAE continues to conclude that the level of risk may be unacceptable to the organisation, has he or she communicated the situation to the board?	Y				As above and would report to the Audit Committee quarterly via QAIP WP 3. Would also raise any issues with CMB / CMT and / or IASS Board.