

Review of Effectiveness of Internal Audit 2013/14
Assessment Checklist

11	Performance, Quality and Effectiveness	Y	P	N	Evidence
11.1	Principles of Performance, Quality and Effectiveness				
11.1.1	Is there an audit manual?	✓			Audit Manual
11.1.1	Does the audit manual provide guidance on: (a) carrying out day-to-day audit work? (b) complying with the Code?	✓ ✓			Audit Manual
11.1.1	Is the audit manual reviewed regularly and updated to reflect changes in working practices and standards?	✓			Minutes of Monthly Team Meetings
11.1.2	Does the Head of Internal Audit have arrangements in place to assess the performance and effectiveness of: (a) each individual audit? (b) the internal audit service as a whole?	✓ ✓			Audit Brief Assignment Control Sheet Post-Audit Questionnaire Monthly Time Reports Internal Audit Strategy 2014-17 Post-Audit Questionnaires Quarterly Management Reports
11.2	Quality Assurance of Audit Work				
11.2.1	Does the Head of Internal Audit have a process in place to ensure that work is allocated to auditors who have appropriate skills, experience and competence?	✓			Annual Assignment Allocation
11.2.2	Does the Head of Internal Audit have a process in place to ensure that all staff are supervised appropriately throughout all audits?	✓			} } Assignment Briefs } Assignment Control Sheets } Monthly Time Reports
11.2.3	Does the supervisory process cover: (a) monitoring progress? (b) assessing quality of audit work? (c) coaching staff? ¹	✓ ✓ ✓			} } Minutes of Team Meetings } Post-Audit Questionnaires

¹ Staff structure and grading based on expectation of high level of professional skills and experience with minimal requirement for direct coaching and supervision.

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11	Performance, Quality and Effectiveness	Y	P	N	Evidence
11.3.3	Does the Head of Internal Audit compare the performance and the effectiveness of the service over time, in terms of both the achievement of targets and the quality of the service provided to the user?	✓			Monthly Time Reports Quarterly Management Reports Post Audit Questionnaires Customer Survey
11.3.4	Do the results of the performance management and quality assurance programme evidence that the internal audit service is: (a) meeting its aims and objectives? (b) compliant with the Code? (c) meeting internal quality standards? (d) effective, efficient and continually improving? (e) adding value and assisting the organisation in achieving its objectives?	✓			Quarterly Management Reports Assignment Control Sheets Post Audit Questionnaires CIPFA Benchmarking Data Post Audit Questionnaires Post Audit Questionnaires
11.3.5	Does the Head of Internal Audit report on the results of the performance management and quality assurance programme in the annual audit report?	✓			Annual Report to Finance and Audit Scrutiny Committee
11.3.6	Does the Head of Internal Audit provide evidence from his or her review of the performance and quality of the internal audit service to the organisation for consideration as part of the annual review of the effectiveness of the system of internal audit?	✓			Annual Report to Finance and Audit Scrutiny Committee