Review of Effectiveness of Internal Audit 2013/14 Assessment Checklist

| 11 | Performance, Quality and Effectiveness | Y | Ρ | 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? | ~ | | | Audit Brief Assignment Control Sheet Post-Audit Questionnaire Monthly Time Reports |
| | (b) the internal audit service as a whole? | ~ | | | 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.

Appendix 1

<u>Review of Effectiveness of Internal Audit 2013/14</u> <u>Assessment Checklist</u>

| 11 | Performance, Quality and Effectiveness | Y | Ρ | N | Evidence |
|--------|---|---|---|---|--|
| 11.3 | Performance and Effectiveness of Internal Audit Service | | | | |
| 11.3.1 | Does the Head of Internal Audit have a performance management and quality assurance programme in place? | ~ | | | Internal Audit Strategy Service Plan 2014/15 Performance Appraisal Forms Post-Audit Questionnaires Customer Survey |
| 1.3.2 | Does the performance management and quality assurance programme include as a minimum: | | | | |
| | (a) a comprehensive set of targets to measure performance: | | | | |
| | (i) which are developed in consultation with appropriate parties? | ~ | | | Internal Audit Strategy 2014-17 Service Plan 2014/15 |
| | (ii) which are included in service level agreements, where appropriate? | ~ | | | Service Plan 2014/15 |
| | (iii) against which the Head of Internal Audit measures, monitors and reports appropriately on progress? | ~ | | | Internal Audit Strategy 2014-17 Monthly Time Reports |
| | (b) user feedback obtained for each individual audit and periodically for the whole service? | ~ | | | Post-Audit Questionnaires Customer Survey |
| | (c) a periodic review of the service against the strategy and the achievement of its aims and objectives, the results of which are used to inform future strategy? | ~ | | | Quarterly Management Reports |
| | (d) internal quality reviews to be undertaken periodically to ensure compliance with this Code and the Audit Manual? | ~ | | | Minutes of Team Meetings |
| | (e) an action plan to implement improvements? | ~ | | | Minutes of Team Meetings |

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| 11 | Performance, Quality and Effectiveness | Y | Ρ | 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? | ~ | | | Quarterly Management Reports |
| | (b) compliant with the Code? | ✓ ✓ | | | Assignment Control Sheets |
| | (c) meeting internal quality standards? | | | | Post Audit Questionnaires |
| | (d) effective, efficient and continually improving? | ~ | | | CIPFA Benchmarking Data Post Audit Questionnaires |
| | (e) adding value and assisting the organisation in achieving its objectives? | ~ | | | 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 |