

Key Commitments

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| Internal Audit will | <ul style="list-style-type: none"> • Discuss and agree audit plan with CLT, AD's and Audit Committee • Agree timings of individual audits in advance to avoid service pressures where possible and specifically: <ul style="list-style-type: none"> ○ Will agree the date an audit will start ○ Will propose a date and time for the Exit Meeting prior to the audit commencing • Discuss and agree the scope of every audit with the key managers • Hold an Exit Meeting to discuss findings and agree actions • Provide balanced, evidence based reports • Issue draft reports to the relevant officers so that the facts / findings / evidence can be discussed properly • Issue final reports promptly • Agree the timing of Follow up work with the service • Make every effort to minimise disruption to the service |
| CLT/SLT/HoS will | <ul style="list-style-type: none"> • Help shape the audit programme, giving a view about key risks and new developments • Make themselves and staff available during an audit as necessary • Ensure auditors are provided with all information /documents requested in a timely manner • Ensure the relevant AD or HoS attends exit meetings (as well as relevant service staff) • Ensure that those officers attending an Exit meeting are empowered to agree actions, owners and implementation dates • Respond to draft reports within 5 working days • Ensure agreed action is taken within the timescales |
| Audit Committee will | <ul style="list-style-type: none"> • Consider Issues apolitically • Consider issues confidentially when appropriate • Consider historic issues with the aim of improving future control and governance • Highlight any significant issues or themes to the HoIA they wish to see included within the plan. |