

Quality Assurance & Improvement Programme

Report Type: Actions Report


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Ref. No.	Risk	Observation	Recommended Action	Priority	Management Response	Status Icon	Assigned To	Implementation Date
PSIAS1	Definition of Internal Auditing	Definition of Internal Auditing is as PSIAS	All reference documents updated with new definition as per PSIAS	1	Angela Struthers 25-Oct-2013 Intranet, financial guidance and IA manual updated with the new definition of internal audit		Angela Struthers	31-Mar-2014
PSIAS10	Improvements	Capture of improvement actions completed		1	Angela Struthers 25-Apr-2014 to be captured on this plan			31-Mar-2014
PSIAS10	Statement on compliance with standard	Ability to state that Internal Audit comply with the PSIAS	Ability to state that Internal Audit comply with the PSIAS at year end reporting and on each audit report	1	Angela Struthers 16-Dec-2013 to be completed at year end for year end reporting. To be included within audit reports once fully compliant		Angela Struthers	31-Mar-2014
PSIAS11	Annual internal audit opinion	-- enter action details here --	The annual audit opinion should be completed in compliance with the standard	1	Angela Struthers 19-Sep-2013 to be completed at year end		Angela Struthers	31-Mar-2014
PSIAS2	PSIAS training plan	Develop training plan for staff to ensure compliance with		1	Angela Struthers 25-Apr-2014 PDR's delayed. to be completed May 2014		Angela Struthers	31-Oct-2013

		PSIAS			Angela Struthers 25-Oct-2013 IIA competency framework used as basis for training plan. Staff to self assess against the framework for PDR. PDR set for 28 Nov 13			
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PSIAS3	PSIAS training plan	Completion of training plan		1	Angela Struthers 08-May-2014 <i>**enter note here**</i> Angela Struthers 08-May-2014 19/5/14 Angela Struthers Quality Assuring the Internal Audit Function 1 day Angela Struthers 08-May-2014 1/5/14 Zara Martin Local Government Tax Forum 1/2 day		Angela Struthers	31-Dec-2013


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PSIAS4	Internal Audit Manual	review and update internal audit manual	up to date internal audit manual which reflects PSIAS	1	Angela Struthers 19-Sep-2013 Manual updated . Procedure notes to be reviewed to take into account changes in Covalent		Angela Struthers	31-Jan-2014


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PSIAS5	External assessment	frequency of external assessment	Frequency of external assessment to be determined by the Audit & Governance Committee	1			Angela Struthers	31-Mar-2014

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PSIAS6	ISO Quality Standard	Assessment against the ISO Quality Standard	Conformance with the ISO Quality Standard	1	Angela Struthers 19-Sep-2013 Initial review shows conformance. Felt that no further requirement to pursue		Angela Struthers	31-Jan-2014






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PSIAS7	QAIP	Quality Assurance & Improvement Programme	QAIP to be reported to the Audit & Governance Committee	1	Angela Struthers 19-Sep-2013 to be completed at year end		Angela Struthers	31-Mar-2014
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PSIAS8	Conformance with the IPPF	Conformance with the IPPF	The wording that is used to report conformance with the IPPF is consistent with the results of the quality assessment.	1	Angela Struthers 19-Sep-2013 to be completed at year end		Angela Struthers	31-Mar-2014

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PSIAS9	Assurance Mapping	Assurance mapping	Identify other areas of assurance and map them using the Covalent Audit Hub	1	Angela Struthers 28-May-2014 Completed as part of the Annual Governance Statement Angela Struthers 19-Sep-2013 Assurance form others identified through Managers Assurance Statements and Covalent updated. Other assurance sources need to be identified		Angela Struthers	30-Nov-2013

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Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

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