

Internal Audit Follow Up Protocol

Wiltshire Council



Internal Audit Follow Up Protocol

Purpose

This protocol sets out the working relationship that should exist between Internal Audit and Wiltshire Council to ensure agreed internal audit actions are monitored following the completion of audit work and implemented within an acceptable and appropriate timescale.

The purpose of a follow up is to provide some assurance to the Corporate Leadership Team and the Audit and Governance Committee that agreed actions to mitigate risk exposure identified through audit testing have been implemented. It is not to revisit the assurance opinion provided and if this is required, a full audit should be planned and agreed with the S.151 Officer.

Professional Requirements

The IIA International Professional Practices Framework (IPPF Standard 2500 – Monitoring) states: *The Chief Audit Executive must establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.*

Follow Up Procedure

A copy of all final audit reports will be issued to both the Corporate Director – Resources (S.151) and the Assistant Director – Finance (Deputy S.151).

All audit reviews in receipt of a Limited or No assurance opinion will be subject to a formal scheduled follow up review undertaken by the Internal Audit team. Follow up audits are usually undertaken six months after the original audit, dependent on implementation dates for actions agreed within the review.

Actions agreed as part of an audit in receipt of a Reasonable or Substantial assurance opinion will be followed up as part of the Audit and Governance Committee reporting process outlined below.

On a quarterly basis, the Chief Audit Executive (Assistant Director – SWAP) will provide a report to the Assistant Director – Finance, detailing all actions agreed since the last quarterly update, this report will include outstanding actions as well as those that have not yet reached their target implementation date. Those actions subject to a formal scheduled follow up review will be highlighted to avoid duplication. The Assistant Director – Finance will be responsible for obtaining and collating an updated management response for all outstanding actions. Evidence of implementation will be provided for all actions categorised as a Priority 1 or 2. A verbal update will be sufficient for Priority 3 actions.

The Chief Audit Executive will then be responsible for updating the Audit Management System to reflect any progress made.

Reporting Arrangements

The Chief Audit Executive will provide a quarterly update report to the Corporate Leadership Team and the Audit and Governance Committee detailing progress with agreed actions.

April 2021