

BUSINESS PLAN PROGRESS REPORT

Appendix 1

PRIORITY:	2	Corporate Governance and Decision Making
TARGET:	2.3	Strengthen contract procedure rules and management & ensure that info is in place to allow informed decision making.
OBJECTIVE:	2.3.4	Provide an effective system of Internal Audit

INTERNAL AUDIT IMPROVEMENT PLAN MILESTONES

Milestone	Manager	End Date	% Comp
Evaluate shared service options for delivery of the Internal Audit Service.	DOF/CIA	Mar 13	70%
Develop skills and experience of IA workforce through assessment of staff training needs and delivery of appropriate training.	CIA	Mar 13	10%
Raise organisational profile and standing of Internal Audit Service through regular scheduled attendance at Finance DMT as standing member.	CIA	Mar 13	100%
Enhance Internal Audit engagement with Chief Officers through more regular programmed meetings and attendance at Departmental DMT's on a scheduled quarterly basis.	CIA	Nov 12	100%

Develop and implement an enhanced escalation procedure for audit issues that involves the DOF, Chief Officers and Members of the ARMC.	CIA	Dec 12	80%
Develop and implement a comprehensive programme of training for ARMC Members.	CIA	Dec 12	80%
Develop and implement a more robust document filing and storage structure for Internal Audit Service.	CIA	Dec 12	10%
Introduce more performance data on the delivery of the Internal Audit Service into ARMC Committee reports.	CIA	Dec 12	50%
Develop the Internal Audit report format and content to include: - a Corporate Impact Risk Rating opinion - an Actions Required section - an executive summary - a detailed key to opinions provided	CIA	Dec 12	90%
Develop and implement a Terms of Engagement protocol and notification for all audits to be completed.	CIA	Dec 12	80%
Develop and implement a new report format and content for ARMC.	CIA	Nov 12	50%

Develop and introduce an electronic monthly Internal Audit Update Summary for Members that includes risk ratings and RAG rated progress updates	CIA	Nov 12	100%
Implement RAG rating assessment for opinion and progress on Internal Audit issues.	CIA	Nov 12	100%
Establish a mechanism for Members of the ARMC to raise issues and questions relating to audits completed and issues raised during audits.	CIA	Dec 12	100%
Develop a three year Audit Plan that includes more detailed review and testing of performance systems across the Council.	CIA	Jan 13	0%
Replace/upgrade Internal Audit APACE planning and Management system.	CIA	Mar 13	0%
Review and evaluate Internal Audit staffing structure for fitness for purpose.	DOF/CIA	Mar 13	10%
Report outcome of this objective to ARMC and Improvement Board.	DOF/CIA	Jan 13	0%