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   (Delivered by: Peter Timmins)

INTERNAL AUDIT IMPROVEMENT MILESTONES

Milestone	Manager	End Date	% Comp
Evaluate shared service options for delivery of the Internal Audit Service.	PT/MPN	Mar 13	100%
Develop skills and experience of IA workforce through assessment of staff training needs and delivery of appropriate training. *(Training program developed, to be delivered following implementation of new structure).*	MPN	Sept 13	50%
Raise organisational profile and standing of Internal Audit Service through regular scheduled attendance at Finance DMT as standing member.	MPN	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.	MPN	Nov 12	100%
Develop and implement an enhanced escalation procedure for audit issues that involves the DOF, Chief Officers and Members of the ARMC.	MPN	Dec 12	100%
Develop and implement a comprehensive programme of training for ARMC Members. Training prepared, to be delivered to Members at scheduled session in April 2013.	MPN	Apr 13	85%
Develop and implement a more robust document filing and storage structure for Internal Audit Service. *(Currently ongoing, resources to complete exercise causing problems, however low priority target as existing system remains functional at present. A more realistic target would be Sept 13.)*	MPN	Dec 12	10%
Introduce more performance data on the delivery of the Internal Audit Service into ARMC Committee reports.	MPN	Dec 12	100%
Develop the Internal Audit report format and content to include:	MPN	Dec 12	100%

- a Corporate Impact Risk Rating opinion - an Actions Required section - an executive summary - a detailed key to opinions provided			
Develop and implement a Terms of Engagement protocol and notification for all audits to be completed.	MPN	Dec 12	100%
Develop and implement a new report format and content for ARMC.	MPN	Nov 12	100%
Develop and introduce an electronic monthly Internal Audit Update Summary for Members that includes risk ratings and RAG rated progress updates	MPN	Nov 12	100%
Implement RAG rating assessment for opinion and progress on Internal Audit issues.	MPN	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.	MPN	Dec 12	100%
Develop a three year Audit Plan that includes more detailed review and testing of performance systems across the Council.	MPN	Mar 13	95%

(Three year Strategic Plan is currently being agreed with CO's, to be delivered to ARMC for approval in March 2013.)			
Replace/upgrade Internal Audit APACE planning and Management system. *(Slow progress due to prohibitive cost of replacement, evaluating other options at present.)*	MPN	Sept 13	20%
Review and evaluate Internal Audit staffing structure for fitness for purpose. *(Existing staffing structure now reviewed and evaluated.* *A proposed staffing structure has been prepared and is currently out for consultation, a more realistic target for implementation is May/June 2013)*	PT/MPN	Mar 13	50%
Report outcome of this objective to ARMC and Improvement Board. *(Regular updates on progress to ARMC at every meeting - Nov12, Jan 13 and scheduled for March 13)*	PT/MPN	Mar 13	60%

In addition, following improvement targets added:

Self-assessment undertaken against CIPFA Code of Practice – **Completed**
Planned assessment against Public Sector Audit Standards scheduled for May 2013, reporting to Members in June 2013,
Review and revise Internal Audit Charter and Strategy, reporting to Members in June 2013,
Excellent Internal Auditor implementation scheduled for May 2013.