

# Anston Parish Council – Review of Internal Audit arrangements 2021/2022 reviewed by Finance Committee on the 2<sup>nd</sup> February 2022 and approved by Council on the 21<sup>st</sup> March 2022.

## 1. Scope of the Internal Audit

Internal Audit is carried out by the Council under Terms of Reference approved by full council on the 15<sup>th</sup> May 2006 in conjunction with the appointed independent internal auditor, Dianne Brown.

The Council forms and adheres to its risk management system and also closely monitors financial transactions monthly in order to achieve wider internal control.

The independent internal auditor carries out a wide-ranging and in-depth audit at least twice a year.

Terms of Reference remind the members of their responsibility to be vigilant for evidence of fraud and to ensure that management systems, as far as is practicable, prevent fraud or aid its early detection.

## 2. Independence

The independent internal auditor has full access to members, officers and all relevant documentation.

The independent internal auditor produces a report after every visit which is relayed to the council. The auditor also makes direct recommendations to the RFO and/or Clerk and is free to talk to any member of the council if she so wishes.

The independent internal auditor has no connection with, or role within, this Council.

## 3. Competence

The independent internal auditor is experienced in internal audit. There is no evidence that the independent internal audit has not been carried out ethically, with integrity and objectivity. The Council comprises of elected members who, by definition, have to be of sound character and who have declared that they will be bound by the provisions of a Code of Conduct.

## 4. Relationships

The Clerk and RFO are present at each internal audit and at each meeting of the Finance and General Purposes Committee. The independent internal auditor consults with the RFO on all matters in order to address immediate questions and to discuss ways of increasing transparency and reducing the opportunity for fraud. The RFO is on hand to address any queries raised by the members.

The Operational Risk Assessment defines the responsibilities of officers, members and the independent internal auditor in relation to highlighted vulnerabilities.

In order to help members understand their responsibilities they have access to the publication "Governance and Accountability – A Practitioner's Guide". They will also be informed of any relevant training courses that may arise.

## 5. Audit Planning and reporting

The Audit Plan takes account of corporate risk as highlighted in the council's Operational Risk Assessment and the council's Health & Safety Risk Assessment schedule.

Independent Internal Audit has reported to Council, in accordance with the plan, in April 2021 and November 2021.