

TOW LAW TOWN COUNCIL – REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT – 19TH MARCH 2013

1. Meeting the Standards

Expected Standard	Evidence of Achievement	Areas of Development
1.Scope of Internal Audit	Appointment of Internal Audit List of Council Policies (see appendix 3)	Terms of Reference Reviewed on an Annual basis
2. Independence	The Internal Auditor does not live in the Town Council Area and holds no other role within the Town Council Standing Orders are reviewed annually Financial regulations are reviewed annually Internal Auditor reports to the Town Council meeting.	Continue with annual report to the Town Council
3. Competence	Members have agreed that the Internal Auditor carries out his work ethically, with integrity and objectively.	
4. Relationships	The Town Clerk/RFO meets with the Internal Auditor to agree dates to review files, reports etc. Responsibilities of Officers and Internal Auditor are defined in various Policies. Responsibilities of Town Council members are understood by Financial awareness training.	Develop written procedures Responsibilities to be included in the terms of reference Develop Members Training plan Financial Awareness Training Requirements
5. Audit Planning and reporting	Dates for Internal Audit is agreed between the Town Clerk/RFO and Internal Auditor (informal)	Develop Audit Plan (To include Dates of Internal Audits). Town Council to approve Audit Plan Internal Auditors report to be included in reported Audit Plan

Appendix 2

2. Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Areas of development
6. Internal Audit work is planned	Town Council annually produce a risk assessment statement Town Council agrees an annual budget statement Town Council maintains an asset register Annual Return published on Town Council's Web Site	Develop Annual Audit Plan
7. Understanding the whole Organisation its needs and objectives	The Town Council has a copy of "Governance and Accountability for Local Councils – a Practitioners Guide (2008)"	Develop Annual Audit Plan
8. Be seen as a catalyst for change	Town Council approves:- Risk Assessment Statement (Annually) Review of Insurance Cover (Annually) Regular Financial Statements Income/Expenditure Budgets	
9. Add value and assist the organisation in achieving its objectives	Audit reports to appropriate Town Council Meetings including any Recommendations to be noted or implemented.	Continue to receive and monitor Auditors Reports
10. Be forward looking	Town Clerk /RFO Meetings with Internal Auditor (informal)	Develop Annual Audit Plan
11. Be Challenging	Audit Reports to Town Council Meetings The Town Council has introduced a number of Policies	Develop Annual Audit Plan
12. Ensure the Right Resources are available	Resources made available to Internal Audit:- Minutes, Policies Receipts/payments book, Cheques counterfoils, Voucher file (invoices) Financial Regulations, Standing Orders Financial Files	Develop Annual Audit Files to include all documents.

**Tow Law Town Council
List of Policies
Council meeting 19th March 2013**

**Standing Orders
Financial Regulations
Statement of Community Engagement
Grant Policy – Town Council funding
Grant Policy – N-Power Community Fund
Health & Safety Policy Statement
Management of Records
Risk Management
Equal Opportunities
Child Protection
Complaints Procedure
Anti-fraud and Corruption
Protocol for Members/Officer relations
Risk Assessment Statement
Code of Conduct (Members) 2012**