

CIPFA Checklist – Code of Practice Standards

1. Scope of internal audit

- Terms of reference
- Scope
- Responsibilities in respect of other organisations
- Fraud and corruption

2. Independence

- Organisational independence
- Status of head of internal audit
- Independence of individual internal auditors
- Independence of internal audit contractors
- Declaration of interest

3. Ethics:

- Integrity
- Objectivity
- Competence
- Confidentiality

4. Audit Committee

- Purpose of the Audit Committee
- Internal audit's relationship with the Audit Committee

N.B. In Breckland's case the work of the Audit Committee is effectively covered by OSC

5. Relationships

- with management,
- with other internal auditors
- with external auditors
- with other regulators and inspectors
- with elected Members

6. Staffing, training and development

7. Audit Strategy and Planning

8. Undertaking Audit Work

- Planning
- Approach
- Recording and Assignments

9. Due professional care

- Responsibilities of the individual auditor
- Responsibilities of the Head of Internal Audit

10. Reporting

- Reporting on audit work
- Annual reporting

11. Performance, quality and effectiveness

- Principles of performance, quality and effectiveness
- Quality assurance of audit work
- Performance and effectiveness of the internal audit service

CIPFA Checklist – Characteristics of Effectiveness

- Understand its position in respect to the organisation's other sources of assurance and plan its work accordingly.
- Understand the whole organisation, its needs and objectives.
- Be seen as a catalyst for change at the heart of the organisation.
- Add value and assist the organisation in achieving its objectives.
- Be involved in service improvements and projects as they develop, working across internal and external boundaries to understand shared goals and individual obligations.
- Be forward looking – knowing where the organisation wishes to be and aware of the national agenda and its impact.
- Be innovative and challenging – shaping the values and standards of the organisation; providing internal inspection and validation and encouraging service managers to take ownership of processes, systems and policy.
- Ensure the right resources are available – the skills mix, capacity, specialism and qualifications/experience requirements all change constantly.