

SUBJECT: INTERNAL AUDIT CHARTER

REPORT BY: CHIEF EXECUTIVE'S AND TOWN CLERK

LEAD OFFICER: AMANDA STANISLAWSKI, AUDIT MANAGER

1. Purpose of Report

1.1 To undertake the annual review of the Internal Audit Charter

2. Executive Summary.

2.1 The Audit Charter formally defines Internal Audit's purpose, authority and responsibility. It establishes Internal Audit's position within the Council and defines the scope of Internal Audit activities. It is linked to Internal Audit's roles and responsibilities set out in the Constitution (Financial Procedure Rules) but provides more detail around compliance with the Accounts and Audit Regulations and the Public Sector Internal Audit Standards. It is reviewed annually.

3. Main report

3.1 The current Charter was approved by the Audit Committee and Council in December 2019 and last reviewed by the Audit Committee in February 2021

3.2 There has been no new national guidance since then and no significant changes are suggested at this time.

3.3 There have been three minor changes made:-

- Revised ownership of the Charter following the appointment of a new Audit Manager
- Insertion of the responsibilities of the S151 Officer within the section on Authority
- Insertion of the responsibilities of Internal Audit in respect of Fraud within the section on Scope

4. Organisational Impacts

4.1 Finance

There are no direct financial implications arising as a result of this report.

4.2 Legal Implications including Procurement Rules

The Accounts and Audit Regulations require that internal audit takes into account the Public Sector Internal Audit Standards (The Standards) which are mandatory. The Charter sets out the roles and responsibility of Internal Audit in line with these standards and the Chartered Institute of Public Finance (CIPFA) have also

developed an application note for the Standards – which sets out the proper practice for Internal Audit in local government. The Charter supplements the Constitution (Financial Procedure Rules) in the area of Internal Audit.

4.3 Equality, Diversity & Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities.

Due to the nature of the report, no specific Equality Impact Analysis is required.

5. Recommendations

5.1 The current Charter is noted.

5.2 The frequency of which the Charter is presented to Committee is changed from annually to every three years or sooner if there is a significant change.

Key Decision	No
Do the Exempt Information Categories Apply?	No
Call in and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply?	No
How many appendices does the report contain?	One
List of Background Papers:	None

Lead Officer: Audit Manager Telephone 873321