Quality Assurance and Improvement Programme - Action Plan 2023

Last Update: October 2023
Last Reported to Audit Committee: December 2023

No.	Action	Date	Progress	Responsibility / Status
1	Review resources to ensure sufficient to meet needs. Continue with career grade process to aide succession and recruit to vacant posts as required.	Mar 2024		Audit Manager
2	Review the processes in place for the audits and ensure that they take on board comments received through the PAQ process, maintain quality, changes required by the new PSIAS and are still fit for purpose.	Mar 2024 for initial review Mar 2025 for PSIAS		Audit Manager
3	Draw up a new process for the completion and storing of audit working papers and monitoring actions to replace Pentana.	Mar 2024	A filing system has been set up using Sharepoint and documents produced to enable audits to be documented and the required evidence maintained. Working with IT and Business Development on the action tracker and whether there is a better way of doing things.	Audit Manager
4	Present the QAIP and action plan to the Audit Committee at least annually and invite comments on the QAIP.	Mar 2024		Audit Manager
5	Skills assessment and training plans including CPD to be drawn up for all members of the team once appointed and monitored through the 1-2-1's, appraisal processes and QA reviews.	Jun 2024 or when staff in post and completed induction		Audit Manager
6	Review the QAIP to ensure that it meets the current requirements and those within the revised PSIAS when available.	Mar 2024 for initial review Mar 2025 for PSIAS		Audit Manager
7	Continue to build relationships and networks both internally and externally to raise the profile of Internal Audit.	Mar 2025		Audit Manager

No.	Action	Date	Progress	Responsibility / Status
8	Consider arrangements for inducting new staff into the team and managing their integration.	Mar 2024		Audit Manager
9	For the 2024/25 Audit Plan greater account is taken of the risk management process and demonstration of the links between the plan and the risks both Strategic and operational.	Mar 2024		Audit Manager
10	Review the PAQ process and look at ways to improve completion of the questionnaires and linking the comments back to improvements.	Mar 2024	PAQ been set up using Forms and to be trialled to see how it works and whether it increases response rates.	Audit Manager