PSIAS Action Plan

No	Action Required For Compliance	Lead Officer (s)	Date
1	An authorisation and approval process for conducting consultancy assignment would need to be approved by management, in order to distinguish "consultancy" from regulatory work and to ensure transparency in the commissioning of such assignments. (Para 5.5 f)	Senior Management/Audit Manager	June 2014
2	Review and Revise Internal Audit Charter to fully reflect the requirements of the PSIAS (Para 7.1.2)	ARAFM	Done
3	Review the position of IA within the Council to determine fitness for purpose. In particular, to assess whether the role of the Audit Risk and Anti-Fraud Manger and the Structure of the function are consistent with required standards, including the position of the audit function organisationally. (Paras 5.6, 7.2, 7.3 and 8.1)	Senior Management/ ARAFM	ASAP
4	The appraisal process for the ARAFM should be reviewed to incorporate involvement of the Chair of the Audit Committee/Board and the outcome of the quality assessments reviews. (Para 7.2.1 and 7.4.3)	Senior Management	ASAP
5.	To consider current reporting arrangements by internal audit staff at SDC (does not affect DBC), in the light of three above.(7.2.3).	Senior Management/ARAFM	ASAP
6	To review required competencies necessary to fully fulfil the requirements of the new standards and complete a gap analysis of staff capabilities and a development plan for internal auditors. (Para 7.3 and 8.4.3)	ARAFM	ASAP
7	To review current accommodation arrangements for internal audit staff to determine fitness for purpose (7.3.4)	CFO	ASAP

PSIAS Action Plan

No	Action Required For Compliance	Lead Officer (s)	Date
8	It is proposed that the internal quality assessment regime should consist of the self-assessment by the lead audit officer, using the practice guidance template issued by CIFPA, followed by a review of the outcome by management, prior to consideration by the Audit Committee/Board. (Para 7.4.3)	ARAFM/Senior Management	May 2014
9	To introduce an external quality assessment regime to commence in 2014. It is proposed that the Institute of Internal Auditors be approached for the first assessment, as the standards are derived from the International IIA standards. Hence it is expected that the IIA are best placed to determine best practice and compliance. (Para 7.4.4/5)	Senior Management/ARAFM/Audit Committee	By Nov 2014
10	To improve and support engagement activities and monitoring, it is proposed to introduce: • Audit software IDEA and Team Mate. Team Mate or equivalent would necessitate additional costs (business case proposal required). The team already has IDEA, but training will be required to facilitate its use (Para 8.4.3) The internal audit manual should also be revised and updated to ensure compliance with the requirements of the standards.(Para 8.3.2, 8.5.3 and 8.6)	ARAFM	IDEA already purchased. Looking at options for audit management software Manual being updated