

**Warwickshire and West Mercia Police and Crime Commissioners  
Warwickshire and West Mercia Chief Constables**

**Joint Audit Committee  
20 March 2017**

**Internal Audit Plan 2017/18**

**Report by the Head of Audit**

**Summary**

This report summarises the proposed audit strategy for 2017/18.

**Recommendation**

The Committee is requested to:

1. approve the proposed strategy and the roll-forward of the existing service level agreement, and
2. approve the changes to the audit charter.

- 1 Police and Crime Commissioners (PCCs) and Chief Constables have a duty to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account relevant auditing standards.
- 2 The role of internal audit is primarily to provide reasonable assurance to the organisation (including managers, Chief Constables, PCCs and the Joint Audit Committee) and ultimately the taxpayers that the four policing bodies maintain an effective control environment that enables them to manage its significant business risks. Internal Audit does this **by providing risk-based and objective assurance, advice and insight**. In addition to providing assurance the audit service also undertakes consultancy and advisory work designed to add value and offer insights that will improve the effectiveness of risk management, control and governance processes e.g. acting as a critical friend when process changes are being developed.
- 3 To ensure the best use of limited audit resources audit work needs to be carefully planned. In accordance with best practice the audit committee's role is to review and approve the annual internal audit work plan. The plan is developed in consultation with senior managers and takes account of the organisation's aims, strategies, key objectives, associated risks, and risk management processes (as required by Institute of Internal Auditors standards). It also takes into account those topics which have not recently been audited or which feature in the PCC / Alliance risk register or which when last audited received a low opinion. This year consultation has been more extensive than in previous years and care has been taken to more explicitly link the internal audit plan with critical risks.

- 4 Based upon the discussions to date and our professional judgement an indicative priority and an estimated number of days has been allocated to each potential topic. This takes into account a range of factors including: when the topic was last audited, complexity of the topic, and the level of change. The list of potential topics arising from the planning process, which was considered and endorsed by the Alliance Governance Group on 22 February, is included in the attached audit strategy document (**Appendix 1**) together with those topics we are unable to cover during the year based on existing level of resources. The aim is to give a high-level overview of audit areas. The Committee will note that whilst we are able to cover key aspects of a number of high risk areas, these risks are not covered comprehensively and we are only able to look at a portion of medium priority risk areas. The Committee is able to accept a plan on this basis, provided this matches its “risk appetite” for independent assurance, also recognising that management have the prime accountability for managing processes and risks (and therefore assurances can be obtained directly from them where necessary).
- 5 Good practice requires us to recognise that the plan should be responsive to changes in risks during the year and will therefore be reviewed at intervals throughout the year to ensure it remains relevant. Any significant proposed changes to audit coverage will be reported to the Joint Audit Committee and discussed at the regular liaison meetings with the Treasurer and Director of Finance.
- 6 Linked to the above point, a small provision has been made for providing advice this allows audit to input to live issues and new situations and effectively “head off” possible risks or audit findings in the future. Acting as a critical friend on significant change projects is a cost effective use of audit resources since it is possible to use less resource to identify key points than in a standard audit.
- 7 However, currently our audit plan does not explicitly allow for additional audit assignments that might be required during the year. Where unplanned work arises, a revised plan will be proposed to the Joint Audit Committee.
- 8 The Internal Audit function is governed by its Audit Charter, which is a requirement of the Public Sector Internal Audit Standards and sets out the purpose, authority and responsibility of internal audit. As the Committee will appreciate, it has to be formally agreed and approved by the organisation and periodically reviewed. The Charter establishes the internal audit activity’s position within the organisation, including the nature of the service’s functional reporting relationship; authorises access to records, personnel and physical properties relevant to the performance of engagements and defines the scope of internal audit activities. The current Audit Charter was last considered by the Joint Audit Committee in 2015. However, a number of changes to the Charter are now required to reflect recent changes to the global internal audit professional standards (which became effective on 1 January 2017). An updated version of the Charter, which was agreed by the Alliance Governance Group on 22 March, is attached (**Appendix 2**) for approval by the Committee. Changes are not significant but highlight the importance of having an audit plan that is explicitly linked to the strategy, objectives and key risks of the organisation and the importance that audit should offer future oriented assurance, advice and insight to add value to the organisation.
- 9 At its July 2015 meeting the Committee agreed the proposed service level agreement with Warwickshire County Council for the internal audit service. At

its March 2016 meeting the Committee subsequently agreed to extend the SLA to cover 2016/17. The Committee is now asked to extend the SLA to cover 2017/18.

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