

How We Will Work With You Statement

	Headteachers & Chair of Governors (Re Schools Audits)	Relevant Director(s) (see note 1 below)	Relevant Deputy Chief Executive (see note 2 below)	Chief Executive (Head of Paid Service) (see note 3 below)	Director of Finance & Resources (Section 151 Officer)	Corporate Management Team (see note 1 below)	Audit Committee	
Charter, Strategy, Audit Plan	Set out in annual Schools Brochure	Discuss risk assessment as part of planning process	Discuss risk assessment as part of planning process	Discuss risk assessment Copy draft		Receive Feb / Mar	Approve Mar	
Terms of Reference for audits	Notify when selected for an audit	Discuss draft Finalise with	Finalise with	Finalise with	Copy final			
Detailed audit work	Discuss findings on an on-going basis		Brief if issues of concern arise during the review					
Individual audit reports	Discuss draft Finalise with (See note 4)	Discuss draft Finalise with	Finalise with	Finalise with	Copy final			

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Internal Audit	Officers: Monitor all action plans and sign off reports with High or Satisfactory assurance			IA: Copy final feedback report if one is produced		Consider then note the results of both IA work and management sign off of reports as part of IA's Quarterly Performance Report			
Audit report action plans	IA: Re-audit action plans with Partial or Minimal assurance once all implementation dates have passed								
	IA: Produce and discuss / finalise report and agree an updated action plan if required (See note 4)								
Quarterly Performance Reports	Discuss audit findings insert for Quarterly Performance Report to Audit Committee				Copy draft		Receive quarterly and note		
Annual Report	Discuss audit findings insert for the Head of Internal Audit Annual report				Copy draft and discuss if necessary	Copy draft		Receive May	Approve June

Note 1 These groups include the Council's Monitoring Officer

Note 2 Regular briefings are held with the Chief Executive and Deputy Chief Executives

Note 3 Terms of Reference, Final Reports and inserts for Quarterly Performance Report and the

Head of Internal Audit Annual Report are finalised with the Chief Executive for his / her services only

Note 4 cc to relevant Director and Deputy Chief Executive