

How We Will Work With You Statement

Internal Audit Outputs	Headteachers & Chair of Governors (Re Schools Audits)	Relevant Head of Service(s) (see note 1 below)	Relevant Corporate Director(s) / Director (see note 2 below)	Chief Executive (Head of Paid Service)	Head 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	Discuss risk assessment	Discuss risk assessment		Agree	Approve
Terms of Reference for audits	Notify when selected for an audit	Discuss draft Sign off final	Sign off final		Copy final	Report proposed changes to the plan each quarter	
Detailed audit work	Discuss findings on an ongoing basis		Brief if issues of concern arise during the review				
Individual audit reports	Discuss draft Sign off final (cc to relevant Head of Service & Corporate Director)	Discuss draft Sign off final	Sign off final	Copy final			

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Internal Audit Outputs	Officers: Monitor the status of outstanding recommendations on a regular basis			Copy final feedback report if one is produced		Consider then note the results of this work contained in the Quarterly Performance Report	
Audit report action plans	IA: Check agreed actions have been taken when all implementation dates have passed in each report						
	IA: Produce and agree an updated action plan or sign off the report (cc to relevant Head of Service & Corporate Director)						
Quarterly Performance Reports	Discuss audit findings insert					Consider then note the report	
Annual Report				Discuss the draft if necessary		Consider then accept the Head of Internal Audit Annual Report	

Note 1 These groups include the Council's Monitoring Officer

Note 2 Regular briefings are held with all the Corporate Directors / Directors and the Chief Executive