

How We Will Work With You Statement

Internal Audit	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 Finalise with	Finalise with	----- Copy draft		Report proposed changes to the Audit Plan quarterly		
Detailed audit work	Discuss findings on an ongoing basis		Brief if issues of concern arise during the review					
Individual audit reports	Discuss draft Finalise with (cc to relevant Head of Service & Corporate Director)	Discuss draft 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: 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 (cc to relevant Head of Service & Corporate Director)			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	Discuss audit findings insert				Copy draft	Consider then note the report	
Quarterly Performance Reports				Discuss the draft if necessary	Copy draft	Consider then accept the Head of Internal Audit Annual Report	
Annual Report							

Note 1 These groups include the Council's Monitoring Officer

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