

Guildford Borough Council

Report to: Corporate Governance and Standards Committee

Date: 13 March 2024

Ward(s) affected: All

Report of Director: Transformation & Governance

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Report Status: Open

Internal Audit Charter 2024-25

1. Executive Summary

- 1.1 Appendix 1 presents the proposed Internal Audit Charter for 2024-25 to the Committee in accordance with the requirements of the Public Sector Internal Audit Standards.

2. Recommendation to Committee

- 2.1 That the Committee approves the Internal Audit Charter for 2024-25 attached as Appendix 1 to this report.

3. Reason for Recommendation:

- 3.1. The Committee has a responsibility to approve the Internal Audit Charter in accordance with the Public Sector Internal Audit Standards.

4. Exemption from publication

4.1. No part of this report is exempt from publication.

5. Purpose of Report

5.1 The purpose of this paper is to present the Internal Audit Charter 2024-25 to the Committee in accordance with the requirements of the Public Sector Internal Audit Standards. (Appendix 1).

6. Strategic Priorities

6.1 The audit of Council services supports the priority of providing efficient, cost effective and relevant quality public services that give the community value for money.

7. Background

7.1 The Accounts and Audit (England) Regulations 2015 state (Reg 5 (1)):

‘a relevant body must undertake an effective internal audit to evaluate the effectiveness of its risk management control and governance processes, taking into account public sector internal auditing standards or guidance’.

7.2 The Public Sector Internal Audit Standards (attribute standard 1000) requires that all internal audit activities maintain an ‘internal audit charter’.

7.3 The internal audit charter establishes internal audit’s position within the organisation including:

- Recognising the mandatory nature of the Public Sector Internal Audit Standards
- Defining the scope of internal audit responsibilities.
- Establishing the organisational independence of internal audit.
- Establishing accountability and reporting lines (functional and administrative).
- Arrangements that exist with regard anti-fraud and anti-corruption.
- Establishing internal audit’s rights of access.

- Defining the terms 'board' and 'senior management' for the purpose of internal audit.

7.4 In accordance with the Standards the internal audit charter should be reviewed annually (minimum) and approved by senior management and by this Committee.

7.5 Appendix 1 provides a draft copy of the Internal Audit Charter 2024-25 for review and comment.

8. Consultations

8.1. No formal consultations have been undertaken in the production of this report.

9. Key Risks

9.1. None.

10. Financial Implications

10.1. None.

11. Legal Implications

11.1. None.

12. Human Resource Implications

12.1. None.

13. Equality and Diversity Implications

13.1. None.

14. Climate Change/Sustainability Implications

14.1. None.

15. Conclusion

- 15.1 The Committee is asked to approve the proposed Internal Audit Charter for 2024-25, as set out in Appendix 1 to this report.

16. Background Papers

None.

17. Appendices

Appendix 1: Internal Audit Charter 2024-25.