1. Meeting the Standards

Expected Standard	Evidence of Achievement	Areas for Development
1. Scope of internal audit	The scope of the internal audit and Internal Auditor Terms of Reference, which define audit responsibilities in relation to fraud, reporting relationships and audit planning were approved by Council on 18th February 2025. The internal audit covered key control areas identified in the Practitioners Guide including bookkeeping; application of Standing Orders, Financial Regulations and Payment controls; risk management reviews and controls; internal controls relating to budget, income, payroll, assets and bank reconciliations; year-end procedures, publication of information and exercise of public rights.	None –
2. Independence	Internal Auditor is appointed in accordance with Financial Regulations and has direct access to those charged with governance (see Financial Regulations). Reports are made in the auditor's own name to management and considered by council. The appointed Internal Auditor is independent - Auditor does not have any other role within the council.	None
3. Competence	No evidence that internal audit work has not been carried out by the qualified and experienced auditor ethically, with integrity and objectivity. The auditors full, comprehensive report of areas tested, number of tests conducted and any observations or recommendation noted is presented to full council.	None

4. Relationships	The Proper Officer (Clerk/RFO) is consulted on the internal audit plan and on the scope of each audit. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud, bribery and corruption matters. The responsibilities of council members and staff are understood; training of members is carried out as necessary.	None
5. Audit Planning and Reporting	The Audit Plan properly takes account of corporate risk. The plan was considered and approved by the council 14th March 2024. Internal Auditor provides an interim report following the Internal Audit 7th January 2026 which was considered by Council 20th January 2026. If observations are present, action is taken to address the points raised.	None

2. Characteristics of Effectiveness

Characteristics of 'effectiveness'	**Evidence of Achievement**	**Areas for Development**
Internal audit work is planned.	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs. The Internal Auditor appointment was reviewed by the Town Council on 20th June 2023 and a 3year appointment was agreed. The Internal audit coverage increased to two inspections per year.	None.

Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement. Clerk/RFO provides an annual 'Governance Statement' briefing to members to assist completion of Annual Return Section 2 Governance Statements.	None.
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics. Internal Audit produces interim report to enable the production of Management Action Plans.	None.
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	None.
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on local and national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance including most recently Assertion 10 requirements of the AGAR relating to GDPR.	None.
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Consider commissioning a Transparency Audit alongside Internal audit to ensure compliance.

Ensure the right resources are available	Adequate accessibility, environment and resources are made available for internal audit to complete its work. Internal auditor fully understands the body and the legal and corporate framework in which it operates. In the event of remote audit being required due to government restrictions – information is transferred as per Auditor requirement in a timely manner.	None.

This review is required in accordance with the Accounts and Audit (Amendment) (England) Regulations 2015 to review effectiveness of internal audit prior to the Annual Governance Review.

Reviewed by: Town Council on 17th February 2026
Adopted: 17th February 2026