

### Action Plan showing 'Required' Actions to achieve full conformance with the GIAS

*Note – a number of 'desirable' actions are included in a wider action plan*

Standard	Assessment (February 2025)	Action	Required / Desirable	By when?
<b>Domain II – Ethics &amp; Professionalism</b>				
1.1 Honesty & Courage	Whilst some new requirements have been added to the Audit Manual as part of the preparation for GIAS, a full update, including links to specific standards, has not yet been carried out.	Update Audit Manual with reference to new standards including ethical requirements	Required	June 2025
3.1 Competency, Domain IV - 10.2 Human Resources Management	The competencies and professional development of auditors is evaluated and supported in a number of ways, including professional qualifications, training, supervision of audits, 1-2-1s, feedback questionnaires, objective monitoring and appraisals. However, there is no specific and personal assessment against the IIA's competency framework as newly required by the GIAS for each auditor.	Undertake assessments against the competency framework for all auditors and ensure the outcomes are used to identify necessary support and training.	Required	June 2025
<b>Domain III – Governing the Internal Audit Function</b>				
Introduction, 6.1 Mandate, 6.2 Charter, 6.3 Board & Senior Management support, 7.1 Organisational Independence	Whilst senior management is intrinsically involved in shaping the scope and remit, for example, through the Constitution (particularly Financial Regulations), line management of the Chief Internal Auditor by the Head of Finance, and participation in the Statutory Officer Group, there is no formal, documented consideration of the requirements of the GIAS, including the following areas: <ul style="list-style-type: none"> <li>Requirements of Domain III</li> <li>Support of the Mandate</li> <li>Agreement of Charter</li> <li>Support of Internal Audit function</li> <li>Chief Internal Auditor's independence</li> </ul>	Consider and document, in conjunction with senior management*, the enhancements required to current arrangements in relation to the GIAS as they apply to BCP Council, including: <ul style="list-style-type: none"> <li>Requirements of Domain III</li> <li>Support of the Mandate</li> <li>Agreement of the Charter</li> <li>Support of the Internal Audit function</li> <li>Chief Internal Auditor's independence</li> </ul> <p><i>* Note – this should include who is meant by senior management in this scenario e.g. the Chief Executive or other named officer/s, Statutory Officer Group, Corporate Management Board, etc.</i></p>	Required	June 2025
8.3 Quality, 12.2 Performance Management	A range of internal audit performance information is discussed with senior management, such as regular reports to Statutory Officer Group of audit issues and line management reporting to the Head of Finance – including against individual objectives and service plan. Additionally, key senior officers, including the Monitoring Officer, are requested to comment on draft reports to Audit &	Consult with senior management* to determine their involvement in internal audit's performance management including: <ul style="list-style-type: none"> <li>Receiving reports on quality assessments</li> <li>Input into performance objectives</li> <li>Participation in the annual self-assessment</li> </ul>	Required	June 2025

## APPENDIX 1

Standard	Assessment (February 2025)	Action	Required / Desirable	By when?
	Governance Committee, which contain formal performance monitoring. However, senior management's involvement in internal audit's performance management arrangements, including reporting requirements, quality assessments, formal input into performance objectives setting and other considerations have not been formally documented and agreed.			
8.4 External Quality Assessments	Senior management was not explicitly involved in the discussions to determine the scope and frequency of the external assessment, although there has been informal involvement through the line management of the Chief Internal Auditor.	Senior management* will be formally consulted regarding the scope and frequency of external assessments	Required	April 2026
<b>Domain IV – Managing the Internal Audit Function</b>				
9.2 Internal Audit Strategy	The strategy is agreed with Audit & Governance Committee as part of the Audit Charter, however, this is not formally reviewed with senior management.	Review the Internal Audit Strategy with senior management*	Required	June 2025
11.3 Communicating Results	A Power Bi report has been developed showing underlying themes of recommendations but has yet to be built into audit planning or reported to Audit & Governance.	Include recommendation themes into audit planning and report to Audit & Governance Committee as part of the Chief Auditor's Annual Report	Required	July 2025
<b>Domain V – Performing Internal Audit Services</b>				
13.2 Engagement Risk Assessment, 13.4 Evaluation Criteria	Whilst service's own performance management and measurements against objectives would normally be considered as part of an audit, there is no formal prompt to demonstrate this has been considered.	Include use of service performance management and measurements against objectives on the Planning Checklist and in the Audit Manual. Give consideration as to whether this needs to be specifically included as a prompt on working papers.	Required	Sept 2025
13.2 Engagement Risk Assessment	Whilst audit planning considers previous audit engagements, there is only a limited library of previous work programmes.	Establish a library of standard work programmes which can be used as a starting point for future audits.	Required	Sept 2025
14.3 Evaluation of Findings	Whilst the causes of issues identified during audits are normally considered, formal root cause analysis is not carried out.	Establish a methodology for undertaking root cause analysis, how this be recorded and if/how this will be reported.	Required	Sept 2025
<b>Topical Requirements</b>				
Topical Requirements	Topical requirements are a new feature with which we will need to comply when the detailed guidance is released. <i>Note – the topical requirement for Cybersecurity has just been issued.</i>	Establish a process to ensure that all Topical Requirements are considered as part of all relevant audits and include this as part of the Audit Manual and standard documentation.	Required	Sept 2025