

**CIPFA Statement on the role of the head of internal audit (HIA) (2019)**  
**Assessment by HIA and Joint Chief Executives for Harborough District Council**

Appendix A



**Action plan - as at 2nd November 2020**

Number	Ref	Action point	Lead officer	Timescale	Update - November 2020
1	Principle 2	Implement a methodology for assessing the level of engagement with IA, as well as wider governance arrangements, for each project at the initiation stage.	Head of Finance	Mar-20	<b>Complete</b> - added to project management methodology
2	Principle 2	Ensure HIA engagement/advise on the Smarter Services programme (possible use of contingency days in 2019/20 Audit Plan).	HIA	Mar-20	<b>Complete</b> - meetings scheduled and to be held regularly
3	Principle 3	Schedule regular meetings between the HIA and Chair, both in the form of Chair's briefings, with the s151 officer, and further meetings without the s151 officer present.	Head of Finance	Oct-19	<b>Complete</b> - meetings scheduled and to be held regularly
4	Principle 3	HIA regular attendance at CMT meetings - quarterly.	HIA	Oct-19	<b>Complete</b> - attendance scheduled quarterly
5	Principle 3	Ensure that rights of access for audit are considered and accounted for in establishment of trading companies.	Joint Chief Executive	Mar-20	In progress - on agenda of Board meeting in November 2020
6	Principle 3	Review of committee effectiveness.	Head of Finance	Mar-20	In progress - initial discussion held with Chair of G&A Committee and guidance shared. To conduct assessment in Q4.