

Internal Audit Service Finance and Business Services

IAS Planning

Strategic and annual plans

The Internal Audit Service develops its plans in accordance with current best practice guidance on risk based internal audit. As a result a one year plan is prepared each year and approved by the Audit and Risk Committee. This provides flexibility, enabling IAS to respond to emerging risks.

Planned audits are identified taking into account the following factors:

- the University's Risk Register and other risks identified by IAS
- details of functions (schools and departments), systems and processes in the University.

Using this, consideration is given to:

- the extent of change in each area
- the availability of other assurance, including that available from previous internal audit work, and from other assurance providers
- some account is taken of the time since the last audit, whilst avoiding a purely cyclical approach.

The audit plan also aims to provide a balance of work between:

- specific risks, functions and systems/processes
- assurance and promoting good practice
- different areas of the University, including overseas campuses
- areas of change or development and continuing activities.

The plan also enables:

- continued follow-up of all audits to assess whether action on recommendations is effective
- ad hoc reviews, provision of advice and promoting good practice
- provision for investigations.

We welcome input from staff regarding potential areas for audit, and will endeavour to respond to these by offering advice or including reviews in the plan.

Scheduling of audits

We aim to minimise disruption and to work around the other demands placed on schools and departments. Once the annual plan is approved, relevant heads of school and departments are contacted to identify times when it would not be feasible for the audit to be performed, and any preferences for timing. However scheduling of audits can be complex and we cannot guarantee to perform an audit at a specific point in the year.