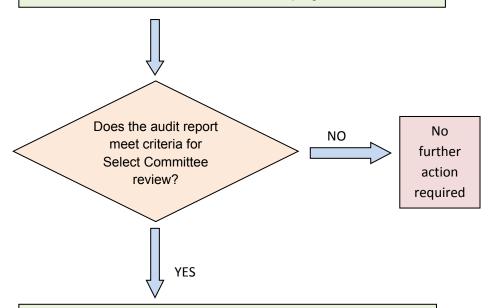
## Internal Audit Report issued

Circulation list includes:

- Relevant Select Committee Chairman
- Relevant Scrutiny Officer
- · Relevant Committee Assistant

If the audit opinion is Major Improvement Needed or Unsatisfactory, and/or if the report includes any High Priority recommendations, the covering email will state "This report should be considered for inclusion in the xxxx Select Committee work programme"



## Democratic Services to take the following action:

- Forward full audit report and MAP to all members of the relevant select committee
- Discuss timing of scrutiny with the Committee Chairman and include on agenda as appropriate
- Complete covering report and request Annex A (summary of audit findings and recommendations) and Annex B (agreed Management Action Plan ) from the Chief Internal Auditor
- Invite relevant officers/auditors to attend the Select Committee as agreed with the Chairman

**Note:** The Select Committee is encouraged seek assurance from officers that appropriate and timely action is being taken to address the audit recommendations made. The agreed Management Action Plan will be available as part of the Committee papers, but the supporting audit report will not be included with the public committee papers. This will have been previously circulated to committee members.