



For All Your Assurance Needs

Internal Audit Review of Newark & Sherwood District Council Culture and Values Health Check

Purpose of the review:

To provide assurance that the Council's arrangements around culture and values meet good practice and are embedded into the ethical culture.

Available time:

Budget – 10 days

Plan of work

Estimated Start	Task	Responsibility	Complete by
Nov 2019	Review questions to be added to the Staff Questionnaire	FK & LP	
Nov 2019	Agree Councillor Champion for the review	KW & LP	
Jan 2020	Review and assess processes against the Good Governance Framework.	AH	
Feb 2020	Staff survey circulated and analysed – results from related questions received.	FK, LP & AH	
Feb 2020	Business Managers Focus Group – 1.5hrs	PA's to arrange. LP & AH	
Feb 2020	Individual interviews with:- <ul style="list-style-type: none"> • Chief Executive • Leader • Chair of Committees • Other Stakeholders See draft schedule. Write up, analyse and undertake any follow up.	PA's to arrange. LP	
Feb 2020	Examination of the intelligence information around the:- <ul style="list-style-type: none"> • Policies and Procedures • Complaints • Management Oversight • HR Data • Register of Interests • Gifts and Hospitality 	AH	

	<ul style="list-style-type: none"> Managing Conflict of Interest 		
Mar 2020	SLT Focus Group meeting	PA's to arrange. LP & AH	
Mar 2020	Discussion on findings LP & AH Follow up further work findings and Draft report	LP & AH	
April 2020	Discussion on findings with Chief Executive and Champion	LP & AH	
April 2020	Draft report, Closure meetings and adjust report	LP & AH	
May 2020	Issue final report	LP & AH	

Proposed Individual Interviews

Position	Name	Date	Auditor
Staff			
Chief Executive	Mr John Robinson		
Committee Members			
Leader and Policy & Finance Committee Chair	Cllr David Lloyd		
Chairman	Cllr Rob Crowe		
Homes and Communities Committee Chair	Cllr Tim Wendels		
Leisure & Environment Committee and Planning Committee Chair	Cllr Roger Jackson		
Economic Development Committee Chair	Cllr Keith Girling		
Licensing Committee and General Purposes Committee Chair	Cllr Rita Crowe		
Audit and Accounts Committee Chair	Cllr Sylvia Michael		
Partners			
None			