

# Leicestershire & Rutland Association of Local Councils

Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY

Tel 0116 235 3800

Email [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk)

[www.leicestershireandrutlandalc.gov.uk](http://www.leicestershireandrutlandalc.gov.uk)

11<sup>th</sup> January 2018

Dear prospective auditor,

## **LRALC Internal Audit Service**

From April 2018 LRALC will be offering an Internal Audit Service (IAS) to local councils in Leicestershire and Rutland. Councils purchasing the IAS from LRALC will be provided, on an annual basis, with an accredited auditor who is a member of the LRALC panel of auditors.

LRALC's panel of auditors will be chosen via a selection process that confirms professional knowledge and competence, one of the two core requirements for internal audit identified in The Practitioner's Guide. Auditors will be familiar with local council operations and the "proper practices" which apply to the sector and will provide a year-round audit service to the local council.

## **Operation**

All auditors selected to be on the panel will be:

1. Legally appointed by and therefore responsible and accountable, first and foremost, to the parish or town council.
2. Self-employed and engaged annually under a contract for service (a copy of which will be provided at the selection meeting) by LRALC. Auditors will invoice LRALC at the set rates according to council bandings (fee bandings available upon request).
3. Covered by LRALC's professional indemnity insurance. Although not a legal requirement, it is increasingly recommended that local councils consider the advantages of appointing an internal auditor who carries PI Insurance.
4. Responsible for the procurement of any other insurance (such as motor cover for business use) that the auditor considers necessary or appropriate.
5. Required to operate within LRALC's quality assurance system that includes use of the audit check list and template audit report provided by LRALC.
6. Required to attend three IAS review meetings annually convened by LRALC (dates tbc) for CPD and quality / peer review purposes.

## Remuneration

Auditor remuneration will be highly competitive. It will be set according to a banded scale based on elector numbers per council. Further details are available on request.

## Recruitment

There is no requirement for applicants to hold a specific qualification and applications are welcomed from existing audit providers as well as working Clerks with the requisite knowledge and experience.

All applicants will need to attend a selection meeting (approximately 2 hours in length) on Monday 12<sup>th</sup> March 2018, where there will be an opportunity to discuss the role in more detail with the Chief Executive and an experienced internal auditor. In selecting auditors for the panel the Chief Executive will also consider the geographical location of candidates to ensure a spread of auditors across the two counties. There will also be a training briefing on Monday 16<sup>th</sup> April 2018 (approximately 3 hours in length) which selected auditors would be required to attend (this would form one of the 3 review meetings which auditors are required to attend annually).

If you are interested in joining our panel of auditors, please contact us using the information above by **Friday 23<sup>rd</sup> February 2018**.

We look forward to hearing from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J. Atkinson', with a large, stylized initial 'J'.

Jake Atkinson  
Chief Executive  
LRALC