

# **Internal Audit Charter for The City of London Corporation**

## **Purpose**

The purpose of the Internal Audit function is to strengthen The City of London Corporation's ability to create, protect, and sustain value by providing Court of Common Council and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The Internal Audit function enhances The City of London Corporation's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

The City of London Corporation's Internal Audit function is most effective when:

- Internal Audit is performed by competent professionals in conformance with the Global Internal Audit Standards, which are set in the public interest.
- The Internal Audit function is independently positioned with direct accountability to the Audit and Risk Management Committee.
- Internal Auditors are free from undue influence and committed to making objective assessments.

## ***Commitment to Adhering to the Global Internal Audit Standards***

The City of London Corporation's Internal Audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements. The Group Chief Internal Auditor will report periodically to the Audit and Risk Management Committee and Senior Leadership regarding the Internal Audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement programme.

## **Mandate**

The legal requirement for Internal Audit within the City of London Corporation is outlined in the Accounts and Audit Regulations 2015 (SI No. 234). According to Part 2 (Internal Control), Section 5, a relevant authority must undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control, and governance processes.

## ***Authority***

The Audit and Risk Management Committee, having received its authority from the Court of Common Council, grants the Internal Audit function the mandate to provide the Committee and Senior Leadership with objective assurance, advice, insight, and foresight.

The Internal Audit function's authority is created by its direct reporting relationship to the Audit and Risk Management Committee. Such authority allows for unrestricted access to the Audit and Risk Management Committee.

The Audit and Risk Management Committee, on behalf of the Court of Common Council, authorises the Internal Audit function to:

- Have full and unrestricted access to all functions, data, records, information, physical property, and personnel pertinent to carrying out Internal Audit responsibilities. Internal Auditors are accountable for confidentiality and for safeguarding records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques and issue communications to accomplish the function's objectives.
- Obtain assistance from the necessary personnel of The City of London Corporation and other specialised services from within or outside The City of London Corporation to complete Internal Audit services.

### ***Independence, Organisational Position, and Reporting Relationships***

The Group Chief Internal Auditor will be positioned at a level in the organisation that enables Internal Audit services and responsibilities to be performed without interference from management (See "Mandate" section), thereby establishing the independence of the Internal Audit function. The Group Chief Internal Auditor will report functionally to the Audit and Risk Management Committee and administratively (for example, day-to-day operations) to the Chamberlain and Chief Financial Officer. This positioning provides the organisational authority and status to bring matters directly to Senior Leadership and escalate matters to the Audit and Risk Management Committee, when necessary, without interference and supports the Internal Auditors' ability to maintain objectivity.

The Group Chief Internal Auditor will confirm to the Audit and Risk Management Committee, at least annually, the organisational independence of the Internal Audit function. If the governance structure does not support organisational independence, the Group Chief Internal Auditor will document the characteristics of the governance structure limiting independence and any safeguards employed to achieve the principle of independence. The Group Chief Internal Auditor will disclose to the Audit and Risk Management Committee any interference Internal Auditors encounter related to the scope, performance, or communication of Internal Audit work and results. The disclosure will include communicating the implications of such interference on the Internal Audit function's effectiveness and ability to fulfill its mandate.

### ***Changes to the Mandate and Charter***

Circumstances may justify a follow-up discussion between the Group Chief Internal Auditor, Audit and Risk Management Committee and Senior Leadership on the Internal Audit mandate or other aspects of the Internal Audit Charter. Such circumstances may include but are not limited to:

- A significant change in the Global Internal Audit Standards.
- A significant change to organisation design.
- Significant personnel changes: Group Chief Internal Auditor, Audit and Risk Management Committee, and/or Senior Leadership.

- Significant changes to the organisation's strategies, objectives, risk profile, or the environment in which the organisation operates.
- New laws or regulations that may affect the nature and/or scope of Internal Audit services.

## **Committee Oversight**

To establish, maintain, and ensure that The City of London Corporation's Internal Audit function has sufficient authority to fulfill its duties, the Audit and Risk Management Committee will, on behalf of Court of Common Council:

- Discuss with the Group Chief Internal Auditor and Senior Leadership the appropriate authority, role, responsibilities, scope, and services (assurance and/or advisory) of the Internal Audit function.
- Ensure the Group Chief Internal Auditor has unrestricted access to and communicates and interacts directly with the Audit and Risk Management Committee, including in private meetings without Senior Leadership present.
- Discuss with the Group Chief Internal Auditor and Senior Leadership other topics that should be included in the Internal Audit Charter.
- Participate in discussions with the Group Chief Internal Auditor and Senior Leadership about the "essential conditions," described in the Global Internal Audit Standards, which establish the foundation that enables an effective Internal Audit function.
- Approve the Internal Audit function's Charter, which includes the Internal Audit mandate and the scope and types of Internal Audit services.
- Review the Internal Audit Charter periodically with the Group Chief Internal Auditor to consider changes affecting the organisation and approve the Internal Audit Charter annually.
- Approve the risk-based Internal Audit programme of work.
- Receive communications from the Group Chief Internal Auditor about the Internal Audit function including its performance relative to its programme of work.
- Ensure a quality assurance and improvement programme has been established.
- Review of the results of the quality assurance and improvement programme annually.
- Make appropriate inquiries of management and the Group Chief Internal Auditor to determine whether scope or resource limitations are inappropriate.

## **Group Chief Internal Auditor Roles and Responsibilities**

### ***Ethics and Professionalism***

The Group Chief Internal Auditor will ensure that Internal Auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organisation and be able to recognise conduct that is contrary to those expectations.

- Encourage and promote an ethics-based culture in the organisation.
- Report organisational behavior that is inconsistent with the organisation's ethical expectations, as described in applicable policies and procedures.

## **Objectivity**

The Group Chief Internal Auditor will ensure that the Internal Audit function remains free from all conditions that threaten the ability of Internal Auditors to carry out their responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication. If the Group Chief Internal Auditor determines that objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

Internal Auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on Audit matters to others, either in fact or appearance.

Internal Auditors will have no direct operational responsibility or authority over any of the activities they review. Accordingly, Internal Auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing operational duties for The City of London Corporation or its affiliates.
- Initiating or approving transactions external to the Internal Audit function.
- Directing the activities of any City of London Corporation employee that is not employed by the Internal Audit function, except to the extent that such employees have been appropriately assigned to Internal Audit teams or to assist Internal Auditors.

Internal Auditors will:

- Disclose impairments of independence or objectivity, in fact or appearance, to appropriate parties as they arise and at least annually.
- Exhibit professional objectivity in gathering, evaluating, and communicating information.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid conflicts of interest, bias, and undue influence.

## ***Managing the Internal Audit Function***

The Group Chief Internal Auditor has the responsibility to:

- At least annually, submit a risk-based Internal Audit plan to the Audit and Risk Management Committee and Senior Leadership for review and approval.
- Communicate the impact of resource limitations on the Internal Audit plan to the Audit and Risk Management Committee and Senior Leadership.

- Review and adjust the Internal Audit plan, as necessary, in response to changes in The City of London Corporation's business, risks, operations, programmes, systems, and controls.
- Communicate with the Audit and Risk Management Committee and Senior Leadership if there are significant interim changes to the Internal Audit plan.
- Ensure Internal Audit engagements are performed, documented, and communicated in accordance with the Global Internal Audit Standards.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of Internal Audit services to the Audit and Risk Management Committee and Senior Leadership periodically and for each engagement as appropriate.
- Ensure the Internal Audit function collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Global Internal Audit Standards and fulfill the Internal Audit mandate.
- Identify and consider trends and emerging issues that could impact The City of London Corporation and communicate to the Audit and Risk Management Committee and Senior Leadership as appropriate.
- Consider emerging trends and successful practices in Internal Auditing.
- Establish and ensure adherence to methodologies designed to guide the Internal Audit function.
- Ensure adherence to The City of London Corporation's relevant policies and procedures unless such policies and procedures conflict with the Internal Audit Charter or the Global Internal Audit Standards. Any such conflicts will be resolved or documented and communicated to the Audit and Risk Management Committee and Senior Leadership.
- Coordinate activities and consider relying upon the work of other internal and external providers of assurance and advisory services. If the Group Chief Internal Auditor cannot achieve an appropriate level of coordination, the issue must be communicated to Senior Leadership and if necessary escalated to the Audit and Risk Management Committee.

#### ***Communication with the Audit and Risk Management Committee and Senior Leadership***

The Group Chief Internal Auditor will report periodically to the Audit and Risk Management Committee and Senior Leadership regarding:

- The Internal Audit function's mandate.
- The Internal Audit programme of work and performance relative to its plan.
- Significant revisions to the Internal Audit programme of work or budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement programme, which include the Internal Audit function's conformance with The Global Internal Audit Standards and action

plans to address the Internal Audit function's deficiencies and opportunities for improvement.

- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the Audit and Risk Management Committee.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the Internal Audit function determines may be unacceptable or acceptance of a risk that is beyond The City of London Corporation's risk appetite.

### ***Quality Assurance and Improvement Programme***

The Group Chief Internal Auditor will develop, implement, and maintain a quality assurance and improvement programme that covers all aspects of the Internal Audit function. The programme will include external and internal assessments of the Internal Audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the Internal Audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The programme also will assess, if applicable, compliance with laws and/or regulations relevant to Internal Auditing. Also, if applicable, the assessment will include plans to address the Internal Audit function's deficiencies and opportunities for improvement.

Annually, the Group Chief Internal Auditor will communicate with the Audit and Risk Management Committee and Senior Leadership about the Internal Audit function's quality assurance and improvement programme, including the results of internal assessments (ongoing monitoring and periodic self-assessments) and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside The City of London Corporation; qualifications must include at least one assessor holding an active Certified Internal Auditor credential.

### **Scope and Types of Internal Audit Services**

The scope of Internal Audit services covers the entire breadth of the organisation, including all of The City of London Corporation's activities, assets, and personnel. The scope of Internal Audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the Audit and Risk Management Committee and management on the adequacy and effectiveness of governance, risk management, and control processes for The City of London Corporation.

The nature and scope of advisory services may be agreed with the party requesting the service, provided the Internal Audit function does not assume management responsibility. Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during advisory engagements. These opportunities will be communicated to the appropriate level of management.

Internal Audit engagements may include evaluating whether:

- Risks relating to the achievement of The City of London Corporation's strategic objectives are appropriately identified and managed.

- The actions of The City of London Corporation's officers, directors, management, employees, and contractors comply with The City of London Corporation's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations and programmes are consistent with established goals and objectives.
- Operations and programmes are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact The City of London Corporation.
- The integrity of information and the means used to identify, measure, analyse, classify, and report such information is reliable.
- Resources and assets are acquired economically, used efficiently and sustainably, and protected adequately.



**Approval/Signatures**

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Group Chief Internal Auditor

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Date

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Audit and Risk Management Committee Chair

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Date

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Town Clerk and Chief Executive

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Date