APPENDIX B: Data Analytics Strategy for Internal Audit – Action Plan

DATA STRATEGY ACTION PLAN – 2024-25

"Building the foundation of data analytics in Internal Audit"

ACTION	STEPS
Review competences and skills gap	Carry out a review of current competencies within the Internal Audit team and record skills gap for each member of staff and the team as a whole.
Identify training requirements	Identify training and development to fill the skills gap.
Identify training providers	Research training providers for data analytics (with particular emphasis on Internal Audit); the type, frequency and cost of the training.
Consider resource implications	Consider budget and resource implications Consider a consultancy review of current practices in Internal Audit to suggest actions to improve use of Data Analytics.
Draw up a training plan	Draw up a training plan based on training requirements, providers and resource implications.
Map data sources	Identify data sources and obtain appropriate read-only access for Internal Audit. Discuss with other Heads of Service/Managers/BAU as appropriate

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Map data sources to annual audits	Review annual audit controls to identify opportunities to use data analytics. Understand the data outputs by seeking advice from appropriate systems administrators.
Map data analytics activities across the councils and build necessary relationships	Discuss with other officers/managers/heads of service to identify other data analytic activities (or staff with experience) that Internal Audit can use/place reliance on or can request assistance.
Utilise Excel for data analytics	Utilise data analytics for testing as identified within the annual audits. Consider the use of data analytics as part of all audits using a collaborative approach via monthly data analytic team meetings.
Consider reporting format to management with regard to the output from data analysis techniques	Investigate using Excel to produce charts and graphs that can be used to visualise outcomes from data analytics as well as other information from audit reports e.g. number of recommendations and their risk level.