



# ROYAL BERKSHIRE FIRE & RESCUE SERVICE

Internal audit assignment planning sheet

HR - Recruitment

2018/2019



# INTERNAL AUDIT PLANNING SHEET: HR - RECRUITMENT

This document sets out the key information relating to the internal audit assignment, including the dates and agreed deadlines, the internal audit team and client staff to be involved, and most importantly the scope of the assignment, including the limitations to the scope.

The internal audit assignment has been scoped to provide assurance on how Royal Berkshire Fire & Rescue Service manages the following area(s):

## 1.1 Objectives relevant to the scope of the review

### Objective of the area under review

To ensure that RBFRS are compliant with their recruitment policies and procedure in relation to fixed and permanent contracts.

## 1.2 Additional management concerns

At the Audit & Governance meeting on the 26th July 2018, the Chairman of the Committee requested this audit as one of the call off audits within the 2018/19 Internal Audit Plan.

## 1.3 Scope of the review


**The following areas will be considered as part of the review:**

From a sample of appointments over the last 18 months, assess whether they have been carried out in accordance with relevant policies and procedures to include:

- Job profiles;
- Authority to recruit;
- Advertisement of vacancies;
- Shortlisting;
- Interview and selection; and
- Appointment.

**The following limitations apply to the scope of our work:**

- We will not comment on the suitability of the candidates selected only compliance with policies and procedures.

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- We will not comment if the right methodology for testing has been completed only that this has been considered.
  - This review will not consider agency hires, only fixed and permanent contracts.
  - We will consider recruitment for the past 18 months from the date of the audit.

Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

Please note that the full scope of the audit can only be completed within the audit budget if all the requested information is made available at the start of the audit, and the necessary key staff are available to assist the audit process during the audit. If the requested information and staff are not available we may have to reduce the scope of our work and/or increase the audit budget. If this is necessary we will agree this with the client sponsor during the audit.

## 1.4 Requested documents

To enable us to commence our fieldwork on the agreed start date, we will require access to the following information or records at the start of the first day of the review:

- Policies and procedures in relation to recruitment
- List of new starters since 1 July 2017
- List of positions advertised since 1 July 2017

## 1.5 Resources

Client sponsor for this review	Internal audit team
Becci Jefferies - Head of Human Resources and Learning and Development	Daniel Harris - Head of Internal Audit Tim Lo - Client Manager Pritpal Hallan - Lead Auditor
Fieldwork start date	14 January 2019
Fieldwork completion date	17 January 2019
Planned date for debrief meeting	17 January 2019
Draft report due	31 January 2019
Final report due	07 February 2019

## 1.6 Agreement of scope

RSM approval	Client approval
<b>Assignment planning approved by</b>	<b>Assignment planning approved by</b>
Name: Dan Harris	Name:
Date: 7 <sup>th</sup> September 2018	Date:

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