



Report to	Wem Town Council
Date of meeting	15.10.26
Subject	Appointment of Internal Auditor
Report author	A Roberts (RFO)
Decisions required	Yes – see recommendations.

1. Executive Summary

The Council is seeking to appoint an Internal Auditor for the five financial years 2026–27 to 2030–31. Competitive quotations will be invited from suitably qualified and experienced providers.

The appointment will be based on both cost and quality. Quality assessment will include the provider's experience, knowledge of the local council sector, and arrangements for the secure handling and transfer of Council data.

The aim is to appoint an Internal Auditor who can provide independent, effective and proportionate assurance over the Council's internal controls and governance arrangements.

2. Recommendations

That Council:

1. Approves seeking competitive quotations from suitably qualified providers for the procurement of an internal auditor for the period 2026-27 to 2030-31.
2. Agrees that quotations will be assessed on cost and quality, including experience, sector knowledge and arrangements for the handling and transfer of Council data.
3. Delegates authority to the RFO, in consultation with the Chair of the Finance & Corporate Governance Committee, to assess quotations and make a recommendation to Council for appointment.

3. Background

JDH Business were appointed as the Council's Internal Auditor following competitive quotations sought in 2021 and have been reappointed each year since. The current appointment arrangements provide an opportunity to seek competitive quotations for the next five-year period.

4. Details

The Council will invite quotations from suitably qualified providers for Internal Audit services for 2026–27 to 2030–31.

The quotation request will set out the Council's requirements and expected scope of work. Providers will be asked to demonstrate:

- relevant experience, particularly within the local council sector;
- knowledge and understanding of the governance and financial requirements applying to local councils;

- their proposed approach to delivering effective and proportionate Internal Audit;
- arrangements for the secure handling, storage and transfer of Council information and data; and
- their proposed fees and any additional charges.

Quotations will be assessed against cost and quality. The final appointment will be subject to Council approval.

5. Financial Implications

The Internal Auditor is a paid appointment. The cost will be determined through the competitive quotation process and will be met from the Council's approved budget. The quotation will identify the annual fee and any additional charges.

6. Legal, Risk and Governance Implications

The Council is responsible for maintaining an adequate and effective system of Internal Audit. The appointed auditor must be sufficiently independent of the Council's management and decision-making.

A competitive process provides an opportunity to demonstrate value for money and ensure that the appointed auditor has appropriate experience and sector knowledge. Data-handling arrangements will also be considered to reduce information-security and data-protection risks.

7. Consultation and Engagement

No public consultation is required. This is an internal governance and procurement decision.

8. Next Steps

- Prepare and issue the quotation requests to at least 3 providers.
- Assess quotations against the agreed cost and quality criteria.
- Make a recommendation to Council for appointment.
- Agree the appointment and Terms of Reference with the successful provider.
- Commence the Internal Audit arrangements for 2026–27.