



# Internal Audit Office CY 2022 Equity Impact Plan

**Leadership Sponsor:** Sharon Pribadi, Department Director

**Equity Lead(s):** Deirdre Bland, Deputy Director

**Departmental Equity Guiding Statement:** The Internal Audit Office (IAO) is committed to supporting equity within the county in its role as a provider of independent and objective management assurance that county functions are accountable in equitably serving all citizens.

## **Context:**

Internal Trend – As a result of the adoption of the One Fairfax policy County Departments have increased their focus and emphasis on the development and implantation of programs and activities that increase diversity, equity, and inclusion outcomes IAO has been sought out to review such activities because of our independence and ability to serve as an objective party.

Internal Trend - IAO has been sought out as steering committee member or advisor for efforts such as the Anti-Bullying Initiative because of our independence and ability to serve as an objective party.

External Trend - There is an increased focus and emphasis on the topics of diversity, equity and inclusion within the auditing professional organizations in which our staff hold memberships.

## **Long-term Outcome(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> Cultural and Recreational Opportunities                    | <input type="checkbox"/> Health                              |
| <input type="checkbox"/> Economic Opportunity                                       | <input type="checkbox"/> Housing and Neighborhood Livability |
| <input checked="" type="checkbox"/> Efficient and Effective Government              | <input type="checkbox"/> Lifelong Education and Learning     |
| <input type="checkbox"/> Empowerment and Support for Residents Facing Vulnerability | <input type="checkbox"/> Mobility and Transportation         |
| <input type="checkbox"/> Environment  | <input type="checkbox"/> Safety and Security                 |

## **System-Level Infrastructure:**

Language Access: The establishment of county wide programing for information being shared or received publicly in languages most common among county citizens.

Data Analytics: The establishment of an official source for county statistics to be used in audit reporting and as source for audit analytics.

## INTERNAL AUDIT OFFICE CALENDAR YEAR 2022 EQUITY IMPACT PLAN

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
1. Audit Process – Incorporate equity into audits by adding specific procedures in research testing and reporting phases that address equity	18, Other: County departments are accountable to operating in an equitable manner	1a. Implement IAO specific audit procedures and tools for equity in audit planning, fieldwork, and reporting phases	IAO, IAO Audit Universe	(Jan 2022 - Dec 2022)	Staff Time	Equity Team	Number of audits/projects that include equity work
		1b. Equity Team to train staff on using equity tool(s), performing procedures and work paper documentation	IAO, IAO Staff	(Jan 2022 - Jun 2022)	Staff Time	Equity Team	
		1c. Equity Team monitor inclusion of equity in audits and applicable projects	IAO, IAO Staff	(Jan 2022 - Dec 2022)	Staff Time	Equity Team	
2. Staff Education - Encourage and support staff taking internal and external training on the topic of equity	18, Other	2a. Identify equity audit planning, fieldwork, or reporting tools from peer organizations and trainings	IAO Staff	(Jan 2022 - Dec 2022)	Staff Time, Funds for CPE Courses	Equity Team	Number of documents and/or tools added to IAO Learning Library
		2b. Identify and recommend continuing education courses for staff to take	IAO Staff	(Jan 2022 - Dec 2022)	Staff Time, Funds for CPE Courses	Equity Team	Number of staff presentations on equity at staff meetings
		2c. Staff demonstration of ability to identify equity elements in audits/projects					Number of Equity related CPE/Training courses and hours completed by Staff. (Minimum of 2 hrs per staff)
							Number of equity elements identified in audits

Goals	One Fairfax Area of Focus	Actions	Stakeholders	Timeline	Resources and Supports	Responsible Parties	Performance Measures
<b>3. Training Materials - Develop and implement a process to review department training materials to ensure that content is free of biases but are diverse and inclusive</b>		3a. Develop department procedures that require a review of department training materials for inclusion and non-bias treatment of images and case examples	IAO	(Dec 2021 - March 2022)	Staff Time	Sharon, Deirdre, & Tara	Number of changes made to course images and case examples
<b>4. Accessibility - Develop and implement internal procedures for using interpretation services for reports and hotline intake</b>	18, Other	4a. Update Audit Report page on public website to reflect that request can be made to obtain copies of posted audit report in additional language	IAO	(Jan 2022 - Dec 2022)	Staff Time, Funds for Translation Services	Tara	Number of requests addressed to provide reports in a language other than English
		4b. Design audit management software to capture 1) request for reports in additional languages, and 2) receipt of fraud/ethics hotline calls in additional languages, and 3) need for language translation services during an audit or project	IAO	(Jan 2022 - Dec 2022)	Staff Time, Funds to purchase and configure software	Sharon, Deirdre	Audit management software is configured to capture and report activity related to reports, fraud/ethic calls, and language translation services in languages other than English

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*Sharon Pribadi*

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Director's Signature:

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