Internal Audit Office
CY 2023 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. Organizations are offering focus training and white papers on the topic.

Long-term Outcome(s):

☐ Cultural and Recreational Opportunities
☐ Economic Opportunity
☒ Efficient and Effective Government
☐ Empowerment and Support for Residents Facing Vulnerability
☐ Environment

☐ Health
☐ Housing and Neighborhood Livability
☐ Lifelong Education and Learning
☐ Mobility and Transportation
☐ 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.

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	(Mar 2023 - Dec 2023)	Staff Time	Equity Team	1a,1b, and 1c. 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 2023 - Jun 2023)	Staff Time	Equity Team	
		1c. Equity Team to monitor inclusion of equity in audits and applicable projects	IAO, IAO Staff	(Jan 2023 - Dec 2023)	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 2023 - Dec 2023)	Staff Time, Funds for CPE Courses	Equity Team	2a. Number of documents and/or tools added to IAO Learning Library 2a. Number of staff presentations on equity at staff meetings
		2b. Identify and recommend continuing education courses for staff to take	IAO Staff	(Jan 2023 - Dec 2023)	Staff Time, Funds for CPE Courses	Equity Team	2b. Number of Equity related CPE/Training courses and hours completed by staff (Minimum of 2 hrs per staff) 2c. Number of equity elements identified in audits
		2c. Staff demonstration of ability to identify equity elements in audits/projects.	IAO Staff	(Jan 2023 - Dec 2023)	Staff Time	Equity Team	
3. Training Materials - Develop and	18 Other	3a. Develop department procedures that	IAO	(Feb 2023- June 2023)	Staff Time	Sharon, Deirdre, & Tara	3a. Number of changes made to course images and case examples

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implement a process to review department training materials to ensure that content is free of biases but are diverse and inclusive		require a review of department training materials for inclusion and non-bias treatment of images and case examples.					
4. Accessibility – Develop and implement internal procedures for using interpretation services for reports and hotline intake	18 Other	4a 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	(June 2022 - Jan 2023)	Staff Time,	Pentana Project Team	4a 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

Director's Signature: _____