

# Welcome to Audit Scotland

Helping you get the best from Audit Scotland



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Audit Scotland is a statutory body set up in April 2000 under the Public Finance and Accountability (Scotland) Act 2000. We help the Auditor General for Scotland and the Accounts Commission check that organisations spending public money use it properly, efficiently and effectively.

## Welcome to Audit Scotland

**We are fully committed to doing all we can to ensure you are challenged, stimulated, supported and valued in your work.**

Congratulations on your new job – you've made the right choice!

You have joined us at an exciting time. We have everything it takes to be a world-class audit organisation – and now with the skills, experience, and creative ideas you bring to the team – we'll definitely succeed.

At the core of Audit Scotland is a commitment to diversity – where every colleague can contribute and excel. We work hard to create opportunities for employees to develop and grow, so that the people of Scotland think of us as the best in the business and that we're known as a great place to work.

We hope this booklet will answer many of the questions you may still have about our organisation and your employment with us – questions about pay, training and career development – in brief, the whole question about what we expect of you and what you can expect from us in return.

### We wish you great success at Audit Scotland

#### Welcome to the team!

Human Resources & Organisational Development  
E: [humanresources@audit-scotland.gov.uk](mailto:humanresources@audit-scotland.gov.uk) , T: 0131 625 1625



## About us

Audit Scotland provides the Auditor General and the Accounts Commission with the services they need to carry out their duties. Together we ensure that the Scottish Government and public sector bodies throughout Scotland are held to account for the proper, efficient and effective use of public money.

Our job is to ensure public money is spent properly and effectively in Scotland on the key public services we all rely on every day – from the smallest council to the NHS.

Our vision is to be a world-class audit organisation that improves the use of public money. We aim to achieve this by:

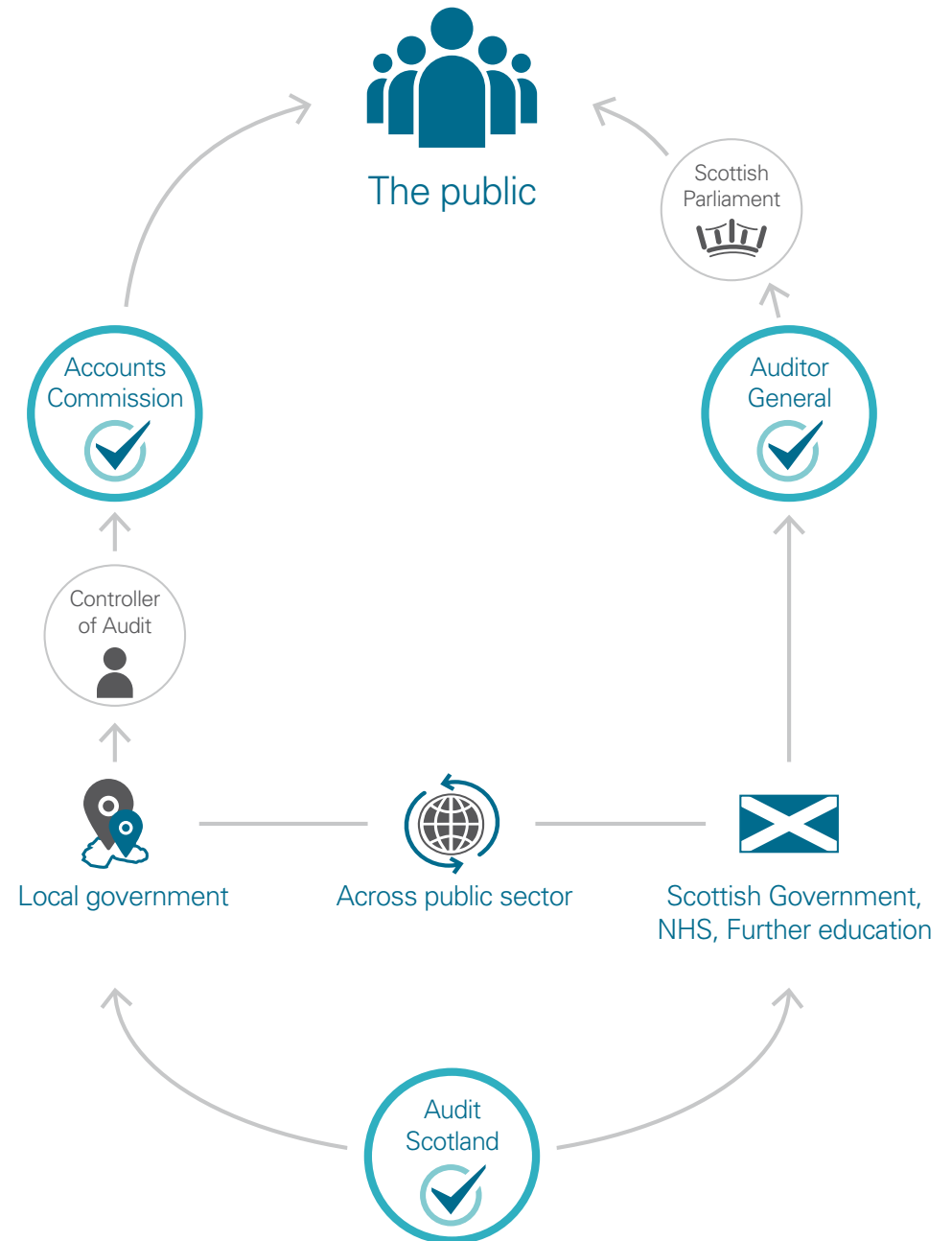
- carrying out relevant and timely financial/regularity and performance audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations for improvement, and following these up.

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

**The Accounts Commission** is an independent public body appointed by Scottish ministers to hold local government to account

**Audit Scotland** is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.

**The Auditor General** is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.



## How we work together

**Audit Scotland places considerable emphasis upon working as one organisation and has four business groups based around the different type of work we typically undertake. In practice, colleagues routinely work in flexible teams composed of people from different business groups:**

- **Audit Services** – primarily financially qualified accountants and other auditors who deliver financial reports for the public sector clients that we audit.
- **Performance Audit & Best Value** – financially qualified auditors and professionals specialising in research, analytics, economics, public sector performance reporting and understanding the impact of emerging government policy.
- **Corporate Services** – specialists in the field of human resources, organisational development, information technology, communications, corporate finance, governance and business support.
- **Audit Strategy** – technical, audit procurement and quality assurance specialists.

Our work is based firmly on the values of our organisation and we aim to reflect these in everything we do. There's a real sense of community here at Audit Scotland, we live by our values and have a strong corporate conscience:

- Independence and integrity
- Valuing people
- Quality
- Cooperation
- Great communication.

Our work has impact and our colleagues feel inspired about their work. We focus upon empowering our people to be engaged, highly skilled and innovative and less emphasis upon unnecessary rules and bureaucracy – keeping things simple and finding better ways of working together.



## Your questions answered

### 1. As a new employee, what can I expect in my first few weeks with Audit Scotland?

Anyone's first few days with a new employer can be very daunting, meeting new people, finding your way around and learning about the organisation.

Your line manager will go through an induction programme with you to ensure that your first few days and weeks are as smooth as possible. This will cover all the important new employee information such as health, safety and wellbeing and arranging for your photo to be taken for your ID badge. In addition, our staff intranet also contains a range of useful information, especially via the new starters home page – where you will also find our employee self service system (e-HR) which is a portal where you can manage your personal data and request holidays. Your line manager is there to help you, and any concerns you may have can be discussed in complete confidence, and you should never hesitate to seek assistance from your manager whenever the need arises.

### 2. When and how will I be paid?

You are paid monthly in arrears by credit transfer directly to a bank or building society of your choice by the 28th day of each month.

### 3. Am I entitled to other benefits?

Audit Scotland offers a range of valuable benefits, which we are constantly looking to improve which aims to look after your health and wellbeing, worklife balance, development and the money in your pocket. The following information provides details of the key elements of our total reward package:

## Your pay & pension



### Salary | Competitive

Most staff receive a pay uplift to their salary each April. This annual award is further enhanced by a cost of living increase which takes into account inflation and general levels of public sector wage settlements.



### Defined benefit Pension scheme | 17.2% employer contributions

We offer a defined benefits scheme which is 'index-linked' and guarantees that your pension income rises each year in line with inflation. It's one of the best pension schemes available to employees in the UK. It also offers three times salary, death-in-service benefit. For more information visit [www.lpf.org.uk](http://www.lpf.org.uk)



### Life assurance | 2x salary lump sum for your next of kin

Our Group Life Assurance Scheme provides a lump sum of twice your annual salary in the event of your death. This free cover saves you money and avoids any need for medical underwriting.

## Your savings



### Cycle to work scheme | Saving of up to 42% off the retail cost

Our annual cycle to work scheme offers you the chance to save money, reduce your carbon footprint and enjoy the health benefits of cycling.



### Season ticket loan | Interest free loan

Save on your commute with Audit Scotland's interest free loans for annual season tickets.



### Childcare vouchers | Save nearly £1,000 per year

Access our salary sacrifice scheme to save money on your child care. Vouchers can be used for registered nurseries, child-minders and out of school care.



### isave | Up to 6.5% savings

Enjoy discounts and money-saving offers on a large number of products and services ranging from your grocery shopping, clothing, leisure and entertainment through to home appliances, travel and meals out.



### Professional subscriptions | Save up to £438

Whether it's ICAS, CIPFA or something else, as part of our commitment to your professional development, we'll pay your annual subscription fees.

#### 4. How can Audit Scotland help with my worklife balance?

You are an individual and your strategy for maintaining a healthy work/life balance will be unique to you. We understand that maintaining a good balance of interests outside work is essential to the energy and effectiveness you bring to your role with Audit Scotland.

##### Your worklife balance

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##### Flexible working | Including flexi-time scheme

Our flexible working policy is open to all colleagues, so whether you're looking for part-time or annualised hours, we will consider your request for a working pattern that works for both of us! Plus flexi-time provides staff with a frame-work within which they can choose when to start work, have lunch, and leave work.



##### Holidays | 39 or 42 days per annum

The holiday year runs from 1 January to 31 December and offers 27 days annual leave per year rising to 30 days after five years service. You're also entitled to 12 public holidays – meaning a total provision of 39 or 42 days each year.



##### Other types of leave | Practical solutions to help you

Whether its emergency leave, compassionate leave, shared parental leave or other forms of family friendly leave – Audit Scotland has a range of practical solutions that can help. Particularly in connection with managing unexpected situations that may arise in your personal life from time to time.

#### 5. What support does Audit Scotland offer in terms of healthcare?

Employee health and wellbeing is an essential part of our commitment to becoming a world-class audit organisation. The physical and mental health of employees is, of course, a major concern for any caring employer. Naturally, your immediate manager is there for you should you wish to discuss your health and wellbeing. Other managers and members of the Human Resources team are also available to you should you prefer. If this does not help, however, Audit Scotland will do all it reasonably can to see you get the professional support you may need.

##### Your health and wellbeing

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##### Health check | Free annual health & lifestyle screening

Open to all colleagues each and every year, providing you with a valuable picture of your health and will help you focus on ways to improve and track your progress year to year. The aim of the scheme is to provide early indications of any condition or lifestyle issue which may threaten your continued good health.



##### Occupational health referral | Specialist support while at work

We can all benefit from support at different points in our life and should you need to, we can refer you to our specialist occupational health providers.



##### Personal counselling support | Access to 6 free counselling sessions

You can be rest assured that all counselling discussions are confidential, and that HR only receives information on the numbers of staff using the service with no reference to individual cases whatsoever.



##### Handbook to Health | Free pedometer

Soon after joining, you will receive a copy of our Handbook to Health and pedometer, and an opportunity to join one of our walks! This is part of our 'Healthy Working Lives' initiative – designed to help create a safer, healthier and happier workforce.

## 6. What opportunities are there to learn, develop and grow?

We are fully committed to doing all we can to ensure you are challenged, stimulated, supported and valued in your work. We know that spending time on how we learn and develop is vital for Audit Scotland to continually adapt and thrive amid the ever-changing political and economic landscape.

### Your development



#### Personal development and growth | Vast array of learning & development opportunities

The strong commitment to professional and career development is supported through a variety of flexible, blended approaches to learning which suit different styles and work patterns. For example, on-the-job learning, professional qualifications, in-house and external courses, conferences, shadowing, e-learning, secondments, coaching and mentoring.

Six focus areas that we are passionate about and know will make a real difference to your career development are:

#### 1. Making sure our core audit skills are robust and meet our needs now and for the future

Audit is at our core and we ensure that we have the necessary technical and other core skills to support us, in order to deliver world-class public sector audit, reports and recommendations with impact.

#### 2. Creating world-class managers and leaders

Audit Scotland is investing in a challenging world class leaders and managers programme. These programmes are designed to stretch our managers (in a good way!), helping them to develop learning teams which are resilient and can adapt and thrive amid continual change.

## 3. Understanding the external environment

We actively encourage attendance at events focusing on changes in our external world. We also invite individuals external to Audit Scotland to share their views on key topics of interest to expand areas of particular interest in areas like economics and business analysis.

## 4. Helping people understand how they can progress their career in Audit Scotland

To promote internal talent, we work with business groups to better target learning initiatives. This makes sure everyone understands what they need to do to develop their skills in the short term, and progress their career to become specialists in their field, and world-class leaders.

## 5. Driving up personal ownership for individual development and growth

To support ownership we are investing in technology to support learning in real time, developing our world-class leaders programme, promoting iLearn and additional online technical training, and encouraging regular discussions between managers and individuals on personal development and growth.

## 6. Personal impact, effectiveness and wellbeing

Our people need to be ready and able to embrace and anticipate the challenges and opportunities that will arise. Our aim is to ensure everyone is the best they can be and individuals are motivated, high-performing, creative and able to adapt to change quickly.



## 7. What if I have a grievance or wish to make a complaint about a colleague?

When things go wrong, it is generally best to settle matters informally if at all possible. However, sometimes this may not work or may be inappropriate.

In such cases, you have recourse to our grievance procedure (outlined in the Staff Handbook held electronically on the intranet site). If your grievance is genuine, using this procedure will not reflect badly on you even if the grievance is not upheld. Wherever practicable, Audit Scotland will always seek to ensure that you maintain good working relationships with colleagues and managers, even if this means a change of team.

Whatever the situation, you should be aware that you can always talk to the Human Resources & Organisational Development Manager and his/her team members in complete confidentiality, subject only to their employment law obligations to both employer and employee covering issues such as duty of care. Human Resource practitioners are bound by a code of conduct as part of their role. They can also give you the name of alternative members of staff who may be able to help if the matter is particularly sensitive – say, connected with a gender, religion or age specific matter.

If you suspect that any person or activity in connection with Audit Scotland is acting in an unprofessional manner, then you may want to make use of our whistle blowing procedure (also available from our intranet site). Again, your career, job and employment security will not be at risk if your concern is genuine and you follow the procedure.



## 8. Does Audit Scotland recognise a trade union?



Audit Scotland recognises the Public and Commercial Services (PCS) union for collective bargaining purposes and accordingly consults with PCS staff representatives across a broad range of HR related issues.

In order to foster productive and strong working relationships, Audit Scotland meets PCS staff representatives regularly within a Partnership Forum (minutes of which are posted on the staff intranet site). Although not mandatory, any member of staff may join PCS in return for a small annual subscription. Annual elections are held amongst PCS members within Audit Scotland to appoint staff representatives who, should the need arise, can call on the wider resources of the PCS union to assist individual members in respect any employment matter.

## 9. What is Audit Scotland's position on equal opportunities?



Audit Scotland is committed to equal opportunity and to a culture that respects difference. As an employer and public body, and in our audit role, we can play a leading part in the promotion and application of best practice in the areas of diversity and equality. In this regard, we constantly monitor our performance across key areas such as recruitment, promotions, training and other HR matters to assess how we are meeting our equal opportunities responsibilities as an employer and where even further improvements may be achievable.

We are proud to be users of the disability symbol and we believe respect for all staff is both fundamental and essential, irrespective of grade of job, length of service or other factors. We wouldn't have it any other way at Audit Scotland – and neither should you.



### 10. What do our staff think about Audit Scotland?\*

We know that working for Audit Scotland is fantastic – but what does our own staff say?

We listen to what our staff tell us in a number of different ways. The Sunday Times Best Companies survey gives us invaluable information about how our employees feel about working for Audit Scotland and helps guide us on what we should be working on improving.

We are proud to have been awarded the Best Companies' 'One to Watch' status for 2015. Here's what our staff are telling us:



*“Audit Scotland trusts its staff to be professional and responsible which offers the opportunity and flexibility to manage your workload alongside other commitments.”*

*“The work that we do is varied and always interesting. It has real impact on the public sector and therefore the lives of people in Scotland. Everyone in the team is genuinely trying to do the best for the organisation and the public. There is great pride in the work that we do.”*

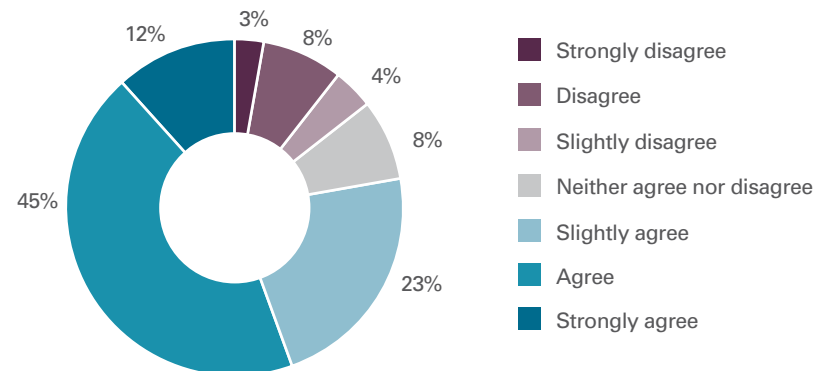
#### Don't just take our word for it

See what people are saying about Audit Scotland on glassdoor (think Trip Advisor for employers)

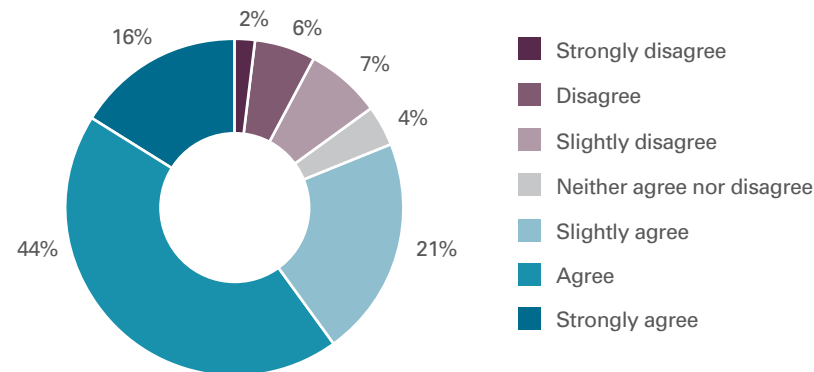
[https://www.glassdoor.co.uk/Overview/Working-at-Audit-Scotland-EI\\_IE420895.11,25.htm](https://www.glassdoor.co.uk/Overview/Working-at-Audit-Scotland-EI_IE420895.11,25.htm)



More than 75% of staff believes that their job at Audit Scotland is good for their personal growth.



More than 80% of staff agreed that their manager talks openly and honestly with them.



\*Source: Audit Scotland 2014/15 staff survey

## Further information

For further information on any aspect of your employment with Audit Scotland, you can:

- make an enquiry with your line manager
- refer to the HR & OD intranet site
- email [humanresources@audit-scotland.gov.uk](mailto:humanresources@audit-scotland.gov.uk) or call a member of the HR team on 0131 625 1625 if you have difficulty in accessing our intranet site
- contact your PCS union representative.

## Useful telephone numbers

### Main switchboard

T: 0131 625 1500 | E: [info@audit-scotland.gov.uk](mailto:info@audit-scotland.gov.uk)


### Counselling Service

T: 0161 930 2497 | T: 0800 328 8829

E: [admin@wellnessinternational.co.uk](mailto:admin@wellnessinternational.co.uk)

### Lothian Pension Fund

T: 0131 529 4638 | E: [pensions@edinburgh.gov.uk](mailto:pensions@edinburgh.gov.uk)

[www.lpf.org.uk](http://www.lpf.org.uk) 

### PCS Union

T: 020 7924 2727

[www.pcs.org.uk](http://www.pcs.org.uk) 

## Stay Connected with Audit Scotland

Follow us on:



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