

Whiteley Town Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures 2015/16

Following the completion of a Risk Assessment of Financial and Non-Financial Internal Audit Controls an action plan has been developed to improve their effectiveness during the coming year. The Plan highlights the responsibilities of the Clerk, Committees and Full Council as appropriate and will be reviewed to monitor effective delivery during the year as an agenda item for relevant committees and formally at Full Council in April 2016. This document should be read in conjunction with the Council Strategy for 2014/15.

Review Ref	Action	Responsibility	When
1.2.2	Update Corporate Strategy for 2015/16	SDP Committee / Full Council	By September 2015
1.2.3	Committees to identify and adopt key objectives	All Committees	By September 2015
1.6.2	Declarations of Acceptance of Office to be signed by all councillors May 2015	All Councillors	May 2015
1.6.3	Register of Interests to be completed by all councillors May 2015	All Councillors	May 2015
3	Quality Parish scheme has ended, Local Council Awards replaces it	SDP Committee	Agree whether to take part in the new scheme
4	General Power of Competence	SDP Committee	Agree whether the council requires the Power
5.1	Charter for Member Development – councillors to update training requirements and actively manage their training needs.	Councillors/Clerk	May 2015-April 2016