

Whiteley Town Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures 2016/17

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 2016/17 when adopted.

Review Ref	Action	Responsibility	When
1.2.2	Update Corporate Strategy for 2016/17	SDP Committee / Full Council	By September 2016
1.2.3	Committees to identify and adopt key objectives	All Committees	By September 2016
1.5.1	Review the Complaints procedure	SDP Committee	By September 2016
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	Ongoing
Internal audit	Update Standing Orders and Finance Regs relating to contracts for the changes in 2015 Procurement Regs	Finance and SDP Committee	By September 2016 – guidance from HALC / NALC awaited
Internal audit	Consider adopting a fraud and anti-corruption policy and segregation of duties	Finance Committee	By September 2016
Audit Regs	Document retention policy required	SDP Committee / Clerk	By June 2016