

## Whiteley Town Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures 2017/18

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 2018. This document should be read in conjunction with the Council Strategy for 2017/18 when adopted.

<b>Review Ref</b>	<b>Action</b>	<b>Responsibility</b>	<b>When</b>
1.2.2	Update Corporate Strategy for 2017/18	SDP Committee / Full Council	By September 2017
1.2.3	Committees to identify and adopt key objectives	All Committees	By September 2017
Internal audit	Formally review decision not to insure play equipment for all risks	Finance Committee	September 2017 when insurance renewed
Internal audit	Formally approve clerk's pay	SDP Committee / Finance	When precept set, include minute for clerk's salary
Internal audit	List the equipment within the Meadowside play area	Clerk / Finance Committee	By June 2017