

Whiteley Parish Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures 2010/11

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 2011. This document should be read in conjunction with the Council Strategy for 2010/11.

Review Ref	Action	Responsibility	When?
1.1.1	Adopt new standing orders	SD&P Committee / Full Council	By October 2010
1.1.2 +	Devise process for annual review of all policies and procedures	SD&P Committee /Full Council	By October 2010
1.2.2	Revise Corporate Strategy and key objectives for the Council for 2010/11	SD&P Committee to make recommendations to Full Council	February 2011
1.7.2	Review insurance provision following annual risk assessment. Review schedule of assets covered by Material damage and All risks cover Zurich Municipal Policy No YLL-122028-7773 Review level of Fidelity Guarantee insurance – External Audit suggest end of year balance + precept	Clerk / Finance Committee	July 2010 (policy renewal 1st September 2010)
3.1.1	Promote election and encourage new prospective councillors	Full Council	In Whiteley Voice three months prior to the election May 2011
3.5.8	Adopt a Community Engagement Strategy	SD&P Committee	By October 2010
3.11.1	Develop and adopt a training strategy for Councillors and Clerk	SD&P Committee	By October 2010