

Whiteley Parish Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures 2009/10

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 2010. This document should be read in conjunction with the Council Strategy for 2009/10.

Review Ref	Action	Responsibility	When?
1.1.1	Consider and review whether to adopt new model Standing Orders when they become available from NALC (due during 2009)	SD&P Committee / Full Council	2009
1.2.2	Revise Corporate Strategy and key objectives for the Council for 2009/10	SD&P Committee to make recommendations to Full Council	6 th April 09
1.2.3	Committees to identify and adopt key objectives	All Committees	By 11 th May 09
1.3.3	Review grant application terms and conditions	Finance Committee	Review at Finance meeting 22 nd April 09
1.8.1	Ensure access to Council records should Clerk be unavailable	Clerk to arrange access to back ups SD&P Committee to oversee	Before end April 09
1.10.3	Identify legal powers with precept / budget calculations	Clerk / RFO/ Finance Committee	1 st April retrospectively for 2009/10 precept include with statement of accounts Include with 2010/11 precept calculation
1.10.5	Ensure financial and other risks are considered and dealt with as they occur Develop procedure for risk assessing new project proposals such as adoption of Meadowside rec, play areas, skatepark, new building for young people	Clerk / All Committees/ Full Council	New and ongoing agenda item for all committees

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2.1.1	Ensure access to accounts information and Money Manager software should Clerk be unavailable	Clerk / Finance Committee to research solutions.	Agenda item for Finance Committee 2009
2.9.1 - 4	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	Clerk / Finance Committee	July 2009 (policy renewal 1st September 2009)
3.4.1	Redesign and upgrade website to meet accessibility standards and industry standards for cascading style sheets	Clerk	2009
3.4.2/4 3.5.1/2/ 5/6/7	Review effectiveness of Council communication with residents: Whiteley Voice, website, notice boards, annual report	All Committees / Full Council	New agenda item for all committees
3.5.4	Continue to develop links with other community organisations: Meadowside Leisure Centre, Church, Whiteley Primary School, Henry Cort, Whiteley Scouts	All Committees / Full Council	New agenda item for all committees
3.9.1	Identify ways to improve the PC's support for local democracy and citizenship through its public session at meetings and by making information more widely available	All Committees / Full Council	New agenda item for all committees
3.11.1	Develop a training strategy for Councillors and Clerk	SD&P Committee	By December 2009