

Wickham Parish 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 at the 2017 AGM. This document should be read in conjunction with the Council Strategy for 2016/17.

Review Ref	Action	Responsibility	When?
1.9.5	Knowle Village Hall		
	Risk assessments to set up following return of the hall management to the Parish Council	Full Council	asap
2.6	Payroll controls		
2.6.1	Review Clerk's pay	Finance Committee	May 2016
3	Quality Parish Status		
3.0	The Quality Parish Scheme has been replaced by Local Council Awards. This is not currently supported by HALC. Council to agree whether to take part.	Full Council	By September 2016 (carried forward as no decision in 2015)
3.11	Training		
	All Councillors to attend HALC Core Skills Training on election or re-election.	All Councillors	Ongoing
Internal audit	Update Standing Orders and Finance Regs relating to contracts for the changes in 2015 Procurement Regs	Finance 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	GP Committee / Clerk	By June 2016
	Transparency Code 2015		
	In 2015/16 the PC's income / expenditure exceeded £200K which required compliance with the Transparency Code 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408386/150227_PUBLICATION_Final_LGTC_2015.pdf		

Review Ref	Action	Responsibility	When?
	Transparency requirements that apply to WPC		
1	Publish details of individual items of expenditure over £500	Clerk	All expenditure recorded in Full Council minutes
2	Publish every invitation to tender with a value that exceeds £5K	Clerk	All new tenders to be published on website
3	Publish details of every contract with a value that exceeds £5K including on Contract Finder	Clerk	All new contracts to be published on website
4	Publish details of all land and building assets including map references	Clerk	2016
5	Publish details of all grants to voluntary and community organisations	Clerk	Expenditure recorded in Full Council minutes
6	Publish constitution on website	Clerk	Standing Orders available on website