

Internal Audit – resulting Action Plan October 2022

<i>Topic</i>	<i>Audit Recommendation</i>	<i>Clerk response</i>	<i>Resources required</i>	<i>Completion date for action</i>
Councillor Engagement in processes and decision making	Review councillor engagement to assess whether further training needs are required to ensure councillor engagement is maximised	The council has recently undertaken planning training and councillors are provided information on courses available. A self assessment of training requirements to assist in decision making is planned for the new council to utilise in 2023	Clerk time (6 hours)	8 May 2023
Leases and Licences	Review of the leases/licences held by the Council should be undertaken to give assurance that all are appropriate to formally record the arrangements between the Parish Council and the lessor and licence holder.	Noted. As licences and leases are at renewal they are being assessed and amendments integrated into renewals. The scouts and guides lease is being renewed and allotment tenancies are to be replaced in 2024	Zero additional cost. All leases are costed to leasees Hours for audit 6 hours	As required
Financial Management Software	The Council should ensure that the current software is fit for purpose. The Parish Clerk should explore other software options that will enhance the financial management information available to the Council. <i>(Audit Note: It is our opinion that the current software does not provide sufficient budgetary functionality and is burdensome to collate and manage. It is unable to provide sufficient budget management information which needs further manual processes to be introduced to ensure enough budget information can be obtained).</i>	Agreed. The current contract runs with Rialtas until 2024. With the recent sale of Rialtas to a US acquisition company the Council is endeavouring to terminate the contract. A quote has been obtained from Edge IT Solutions that indicates considerable savings and is a software system that the Clerk is familiar with.	£unknown. If cost rises by RPI plus 5% we can terminate with no penalties	ongoing
Risk management	The Council should review all of its risks to ensure they are captured and recorded in the risk assessment and risk	Risk Wizard has been recommissioned and the Clerk is commencing the repopulation of risks	£0 additional. Clerk time for initial entry 3 days	Risk Wizard to be completed March 2023

	register. The use of the Risk Management wizard tool should be introduced to support this review.		Reception staff to be trained in reporting all faults as risks	
Budget Setting for 2023 - 2024	When setting the Parish Council budget for 2023/2024 account should be taken of the current UK financial and energy crisis. (Audit Note: It is our opinion that the Council should consider an uplift in its Precept for 2023/2024 in the range of a 5% increase).	Budget has been prepared using 9% RPI. Is being presented to relevant committees with final budget to be considered by Council December 2022	£0. Budget process has been undertaken by Clerk/Asst Clerks	End Dec 2022