

Walberswick Parish Council

Internal Audit Report 2019/20 - Implementation of Recommendations

There were no recommendations and three comments encouraging further action included in the Council's internal audit report for 2019/20, dated 10 June 2020, prepared by Suffolk Association of Local Councils. The following actions were agreed by the Council:

(COM1) Council may wish to include in their internal control document the review of the effectiveness of the internal audit during the audit year and include this in the minutes.

The Council will consider the reconfirmation of the internal controls checklist at its meeting in January 2021. A review of the completed checklist will then take place by the Council which will be confirmed in the minutes of the meeting in March 2021.

The Council reviewed its internal controls checklist at its meeting in January 2021. An additional item relating to the review of the effectiveness of internal audit was included and approved by Members (Q18). The internal audit report (2019/20) and the corresponding action plan were both reviewed and approved by the Council at its meeting in July 2020.

(COM2) The first item on the agenda for the Council's AGM should be the election of the Chair.

The election of a Chair will be the first item on the agenda of the Council's next Annual Meeting.

The Council is awaiting guidance from NALC on any amended meeting regulations for 2021/22 before a decision is made to hold an Annual Meeting in May 2021. In any event, the election of a Chair will be the first item on the agenda of the Council's next Annual Meeting which will be included in the minutes.

(COM3) Council may wish to consider adopting policies relating to Audit/Impact Assessment, Data Breaches and Data Retention and Disposal.

A *Data Protection and Information Security Policy* was adopted by the Council in May 2018 and subject to further review in May 2019. A *Document Management and Retention Policy* was adopted by the Council in October 2018. Any shortfalls identified will be considered by the Council at its meeting in October 2020 with any work completed and approved by the Council by the end of March 2021.

Following the subsequent receipt of advice from SALC, an additional item relating to an impact assessment audit on the occasion of a new policy with potential GDPR implications was included in the internal controls checklist when it was reviewed and approved by the Council at its meeting in January 2021 (Q16). The subsequent review of the internal controls checklist in February 2021 confirmed that there had been no subsequent new policies introduced with GDPR implications.