

Compliance Advisory Group Report June 2024

Internal Audit

The internal audit took place on 28th May 2024. A new internal auditor was commissioned this year through CAPALC. Cllr Emily Lankfer attended for the whole visit and has made detailed notes, Cllrs Peter Clark and Caroline Underwood also called in. The auditor was very thorough. In the covering letter the following recommendations were made that we will be implementing

Policies

- The Clerk was advised to introduce a ROPA (Record of Processing Activities), Breach Register and Subject Access Register as part of Data Protection and GDPR requirements. GDPR training was also recommended for Councillors. The Council may also wish to consider the national Civility and Respect Pledge.
<https://www.slcc.co.uk/news-publications/civility-respect-pledge/>
- PC Standing Orders and Financial Regulations need to be updated in line with the procurement threshold rising from £25,000 to £30,000 in 2022, as advised in the latest January 2024 update. NALC have just recently released updated model Financial Regulations.

2. Public Participation

- The Clerk was advised that no resolution is currently made in Full Council meetings to allow for public participation.

3. Closing a Meeting

- When closing a meeting due to sensitive and commercial data under the Public Bodies, (Admission to meetings Act), 1960) s1(2) the business to be transacted should be specified - LGA 1972 Sch 12 s10 (2) (b)

Standing Order and Financial Regulations update

You will note that in the report it was highlighted that PC Standing Orders (18c) and Financial Regulations (11b) need to be updated in line with the procurement threshold rising from £25,000 to £30,000 in 2022, as advised in the latest January 2024 update and NALC have just released updated model Financial Regulations, which will need to be considered.

We will also be considering updating the Standing Orders to give more flexibility on the completion of confirming the membership and Terms of Reference of the Advisory Groups.

Annual Plan actions for June

Appoint Internal Auditor for the following year	Full PC
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Next meeting of Compliance and Finance Group

The date for this meeting will be set shortly.