

Action Plan - 2024 - 25 Interim Internal Audit Report

	<u>ISSUE/COMMENTS</u>	<u>RECOMMENDATION</u>	<u>FOLLOW UP</u>
1	The current contingency plan was last reviewed in 2022 and does not contain arrangements to maintain complete and accurate and up to date accounting systems if the clerk/RFO was absent for a significant period.	The council need to review its contingency arrangements for maintaining complete and accurate financial systems and controls in the absence of the clerk/RFO and ensure formal arrangements are in place by ensuring staff are trained in the use and functionality of the Rialtas accounting system.	<i>The Current Contingency Plan was in diary/in the process of being reviewed/updated, (we were waiting for the Deputy Clerk to successfully complete their 6m probationary period). The revised/updated plan will be presented to full council on 20/11/2024 for approval.</i>
2	The council currently has one overarching strategic wellbeing plan. However, the council does not link any decision making in the minutes to the aims and objectives of these key strategic plans.	Where appropriate, the council should consider linking resolutions in the minutes with key aims and objectives in the current strategic plans to evidence that decision making is driven by strategic planning. This could be carried out by, for instance, ensuring reports to council with recommendations in the agenda documents link to strategic objectives.	<i>The Town Council will consider linking resolutions in the minutes with key aims and objectives, as per the recommendation, (The Clerk has contacted OVW for guidance/clarification, and OVW have advised:- The Internal Auditor's recommendation is not based on a <u>statutory requirement</u>, and is a process that the Internal Auditor consider to be an example of good practice.</i>

Signed

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Dylan Thomas
Town Clerk & RFO
Dated / /

Signed

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Cllr Anna Macauley
Chairman - Full Council
Dated / /