

<p>1.2</p>	<p><u>Governance Overview</u></p> <ul style="list-style-type: none"> • The version of Financial Regulations on the Council website is dated 13/3/13 and should be updated. • There is no reference in the Members Code of Conduct on what happens if members fail to comply. The document could be improved by including reference to section 31 of Standing Orders which relates to allegations of breaches in the Code of Conduct. • Although a copy of the Internal Auditors contract was located, uncertainty over the exact scope of Internal Audit was expressed by the Town Clerk and Deputy Mayor at the time of this audit. Although the Internal Auditor was contacted and requested to provide this information, it was clear that the scope of this work was not regularly reviewed. • The Freedom of Information Policy is dated February 2012 and includes the previous Town Clerks contact details. • Terms of References could not be located for all Committees and working groups as requested, despite requiring to be reviewed annually. These should be put in place taking into account relevant skills and experience of members. 	<p>Implemented Ongoing</p> <p>To be reviewed in May 2016</p> <p>Implemented Implemented May 2015</p>
<p>2.1</p>	<p><u>Committee Structure</u></p> <ul style="list-style-type: none"> • A general governance committee or group should be set up that sits between the officers of the Council and the Full Council. • A chairmanship course should be attended by all chairs to ensure the meetings are effective and in line with Standing Orders. • The Terms of Reference should be agreed taking into account relevant skills and experience of members. • A formal agenda should be adhered to and sufficient time allocated to debate and discuss items. • Any delegated powers should be approved and decisions ratified by Full Council. • Before going to Full Council, Councillors have the opportunity to engage with the Committee. • Membership should include the Town Clerk and several Councillors appointed by Full Council. Guest contributors should be invited as required. <p><u>Accuracy of Information</u></p> <ul style="list-style-type: none"> • Sources of management information should be clear so that Councillors are able to take that into account when making decisions. • Finance training should be provided following the elections for all councillors. • Policies and procedures should be reviewed on a rolling basis to ensure they are up to date. • All information should be interrogated for accuracy prior to being used to make management decisions. 	<p>Not implemented</p> <p>Noted</p> <p>Completed Ongoing Noted</p>

	<p><u>Making decisions</u></p> <ul style="list-style-type: none"> The risk register needs to be updated and take into consideration risks such as directors of the Beehive being unavailable to complete their duties. <p><u>Expertise of Officers</u></p> <ul style="list-style-type: none"> The Town Clerk should be supported in her studies. The implications for the Council if the General Power of Competency is lost should be established, particularly in reference to move to charitable status and the Beehive’s ability to trade. The recommendation proposed by the Internal Audit in their report of 11 March 2015 should be implemented The implementation of the recommendation by Internal Audit should be overseen by a panel (or other appropriate committee) with delegated authority to deal with these issues 	<p>Implemented</p> <p>CILCA obtained GPC reaffirmed</p> <p>Implemented Undertaken by Finance Committee</p>
2.3	<p><u>Risk Register</u></p> <ul style="list-style-type: none"> A review of the Risk Register should take place to ensure it is complete, accurate and up to date so that it can form part of the decision making processes at the Council and mitigation of threats can take place on a timely basis. 	<p>Implemented and ongoing</p>
2.4	<p><u>Meeting documentation</u></p> <ul style="list-style-type: none"> The minutes and agendas should be improved to include the information highlighted in the report. The Town Clerk expressed an intention to improve the way Agendas are compiled, using pdf documents and hyperlinks to enable easy navigation around a single document, as opposed to a folder with multiple documents as currently exists. This should link all supporting documents to the main Agenda 	<p>Implemented Implemented</p>
3.1	<p><u>External Transparency</u></p> <ul style="list-style-type: none"> An explanation of “Part B Reports” should be included on the Agendas and in Standing Orders Remind Councillors of the importance of confidentiality, referring them to the Code of Conduct and the Media Communications Policy on their website (which contains statutory guidance). Non-compliance with Council Policy should be reported to the Monitoring Officer who will advise on appropriate action. Either remove the Risk Register or include only a summary of the risks on the external website. 	<p>Implemented Implemented but not adhered to</p> <p>To be agreed</p>

	<p><u>Internal Transparency</u></p> <ul style="list-style-type: none">• Information should be managed through an appropriate structure with appropriate delegated authority.• The Council should consider how the member's areas should be used and communicate any changes to Councillors, providing training and access as required.	<p>Implemented (ToR) Website under review</p>
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