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Cambridgeshire & Peterborough Association of Local Councils

For the attention of Northstowe Town Council

10th May 2024

Dear Chairman and Councillors,

Re: Internal Audit – Northstowe Town Council

I have undertaken the Internal Audit for Northstowe Town Council at a meeting on 10th May 2024 with the Clerk, the papers made available to me and by reviewing the Council's website. I enclose the Internal Audit Report to be shared with all parish councillors together with this covering letter. I was again pleased to see the council records are kept in an orderly fashion with a transparent website, and I have the following recommendations: -

1. Policies

- There are still a few remaining policies it is recommended the council consider adopting, which include:
Archive Retention of Documents, Dispensation, Disciplinary and Grievance policies, an Investment Strategy (as the PC's bank balance exceeds £100,000.)

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 both staff and Councillors.

- 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. Risk Assessment

The process surrounding regular risk assessments for the defibrillator needs to be formalised.

The visit today included review of the Annual Governance and Accountability Return (AGAR) and I am pleased to report that I have signed the document with no concerns.

If you have any questions relating to my covering letter or the accompanying IA report, please feel free to contact me.

Kind regards,

Irene Healiss
Internal Auditor
PSLCC