

Northstowe Town Council

Document prepared by: Town Clerk; last updated: 28th May 2024.

Annual Governance and Accountability Return 2023/24 Form 3 – Section 1 ('Annual Governance Statement 2023/24')

Further to point 7 ('We took appropriate action on all matters raised in reports from internal and external audit').

Answered: No.

Explanations for answer:	Due to ongoing workload and limited staff capacity several of the actions identified in both the November 2023 and May 2024 internal auditor's reports are yet to be actioned. These are: <ul style="list-style-type: none">- Adoption of the most recent Code of Conduct.- Update of Financial Regulations following new NALC template;- Preparation and adoption of Archive Retention of Documents Policy;- Preparation and adoption of an Archive Retention of Documents Policy;- Preparation and adoption of a Dispensation Policy;- Preparation and adoption of a Disciplinary Policy;- Preparation and adoption of a Grievance Policy;- Preparation and adoption of an Investment Strategy;- Preparation of a ROPA (Record of Processing Activities); Breach Register; and Subject Access Register as part of Data Protection and GDPR requirements.- Formalising the process surrounding regular risk assessments for the defibrillator.- Consideration to be given to GDPR training for staff and for Councillors.
How the authority will address the weaknesses identified:	The actions identified by the internal auditor in their November 2023 and May 2024 reports are to be given priority by the Clerk and RFO over some of the other work streams, to work towards addressing all above outstanding actions before the next internal audit is to take place in November 2024.