

**Wickham Parish Council Action Plan to improve effectiveness of Internal Controls and Risk Assessment procedures
2014/15**

Following the completion of a Risk Assessment of Financial and Non-Financial Internal Audit Controls an action plan has been developed to improve their effectiveness during the coming year. The Plan highlights the responsibilities of the Clerk, Committees and Full Council as appropriate and will be reviewed to monitor effective delivery during the year as an agenda item for relevant committees and formally at Full Council at the 2015 AGM. This document should be read in conjunction with the Council Strategy for 2014/15.

Review Ref	Action	Responsibility	When?
1.2	Finance Regulations		
1.2.2	New Finance Regs have been published for adoption	Finance Committee / Full Council	By September 2014
1.3	Freedom of Information		
1.3.1	The Council adopted a Model Publication Scheme in November 2008 due for review in 2014	GP Committee / Full Council	By September 2014
1.4	Complaints procedure		
1.4.1	The Council adopted a complaints procedure 22 nd October 2010 now due for review	GP Committee / Full Council	By September 2014
3.11	Training		
3.11.1	Training Strategy adopted 19 th July 2010 due for review in 2014	GP Committee/Full Council	By September 2014