

## SALC Internal Audit Report Year Ending 31 March 2023

### Action Plan / Responses to Comments & Recommendations Raised:

Subject	SALC Comment / Recommendation	CPC Response / Action
<p>Section 4. Risk Management</p> <p>Does the Council have appropriate and adequate insurance cover in place for public liability and fidelity guarantee <b>and</b> has been reviewed on an annual basis?</p>	<p>Comment: Council should look to review, agree and minute the acceptance of the Insurance Policy prior to it commencing.</p>	<p>The insurance renewal date is 1<sup>st</sup> October of any given year and is scheduled to be considered by the Council at the September meeting. However, due to the sudden passing of QEII in 2022, the September meeting was cancelled. This led to the insurance renewal being accepted by Council by circulated emails and retrospectively being agreed at the October 2022 meeting.</p> <p>No further action required by CPC.</p>
<p>Section 8. Payroll Controls</p> <p>Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation?</p>	<p>Comment: It should be recorded within the minutes that the Council has carried out its duties as an employer with the Pension Regulator.</p>	<p>The comment received from the SALC internal auditor has been noted, and going forward, minutes will reflect the comment accordingly.</p> <p>No further action required by CPC.</p>
<p>Section 14. Additional Information Evidence</p> <p>Is the Council compliant with the General Data Protection Regulation requirements?</p>	<p>Comment: Council should ensure these documents are reviewed and kept up to date with relevant legislation.</p>	<p><b>ACTION: The Clerk is to review the GDPR policies.</b></p>
<p>Section 14. Additional Information</p> <p>Does the council have official email addresses for correspondence?</p>	<p>Comment: Following the previous audit at which this was a recommendation, council has taken the decision to remain with its current addresses.</p>	<p>No action to be taken.</p>

