



TODMORDEN TOWN COUNCIL

REPORT TO THE FULL COUNCIL

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Date	25TH March 2020
SUBJECT	Internal Controls

PURPOSE:

1. To present to Members an Internal Controls Document for consideration, and if in agreement, to formally approve.

BACKGROUND:

2. The Policy as presented, is part of a suite of overall Risk Management documents, that also require other underlying documents to support what is contained within this.
3. There is further work to do on preparing further documents, but for Internal Audit purposes, this will be acceptable, with further refinement regarded as work in progress.
4. Additional documents required are as follows:-
 - a. Financial Risk Register
 - b. Health and Safety Risk Register
 - c. Human Resource Risk Register
 - d. Operational Risk Register
 - e. Risk Assessment Register with a suite of Risk Assessments in place.
 - f. Tender Process

FINANCIAL IMPLICATIONS:

5. There are no direct financial implications arising from this report.
6. The use of Internal Controls and Risk Registers provide an overview that helps to minimise the potential of financial loss.

RECOMMENDATION:

7. That Full Council accepts the Policy as presented.
8. That the Town Clerk continues to develop the further suite of underlying documents indicated in this report and brings these to the Resources Committee in due course.

REASON FOR RECOMMENDATION:

9. To put in place a formal Internal Controls Document.
10. To ensure that the supporting documents required to fully complete the Internal Controls Document are delivered

SUMMARY OF KEY POINTS:

11. It is recognised good practice to have a formal set of internal controls through which to manage effectively the overall risk of the Council.

POLICY IMPLICATIONS:

12. A new Internal Document will come into force.

DETAILS OF CONSULTATION:

13. None

SUPPORTING PAPERS:

- Appendix 1 – Internal Controls Document

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill