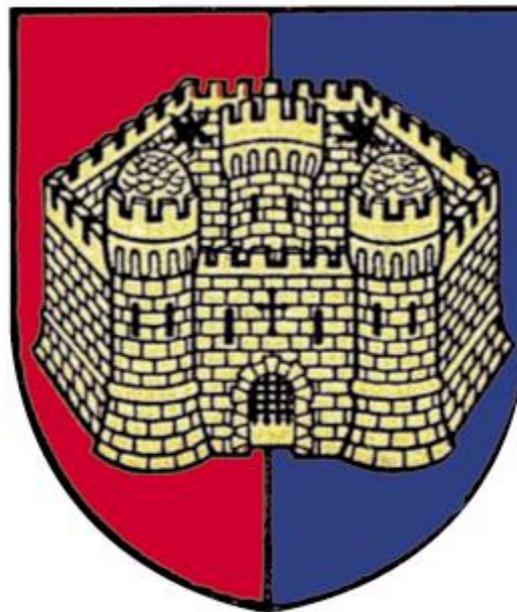


Town Clerk/RFO Sarah Todhunter

# Devizes Town Council

## STATEMENT OF INTERNAL CONTROL



The key elements of the Town Council's internal control environment are as follows:

- The Town Council have adopted Standing Order and Financial Regulations, which sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
- The facilitation of policy and decision-making through the establishment of three policy committees – Planning, Recreation & Properties, and Civic and Ceremonial Meetings are open to the public except where personal or confidential matters are being disclosed. In addition, senior officers of the council can made decisions under delegated authority.
- The Town Council has robust systems for identifying and evaluating all significant risks, developed and maintained with the pro-active participation of all those associated with planning and delivering services. A Risk Register is in place and appropriate staff have been trained in the assessment, management and monitoring of risks.
- Though reviews by external auditors, external agencies, Internal Audit, and Best Value working party, the Town Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness as required by the Best Value duty.
- Services are delivered by trained and experienced people. All posts have a detailed job description and person specification. Training needs are identified through the line managers.
- The Council employs an external auditor to monitor the Town Council's processes. It is the function of the external auditor to ensure compliance with established policies, procedures, laws and regulations. After consulting with the Town Clerk, the External Auditor will produce a report. If it is considered that any proposal, decision or omission would give rise to unlawfulness or maladministration this will be brought before the Full Council. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- The financial management of the authority is conducted in accordance with Council's regulations as attached. The Council has designated the Town Clerk as Responsible Financial Officer as set out in the Local Government Act 1994 Section 151.
- The Council contracts in an Internal Auditor,

- The Council has an objective and professional relationship with external auditors and statutory inspectors, as evidenced by the Annual Audit Letter.
- The Council has a performance management framework through its Community & Civic Resources Committee, which monitors and scrutinise progress against targets and performance in priority areas affecting relevant service areas, and consider and approve corrective action where necessary, quarterly.
- The Council has a duty to monitor and review its mission statement and core objectives to ensure its aims and principles are given full effect. This is undertaken at the start of each administration following ordinary council elections,
- Each year, senior officers reviews the Risk Management Assessments
- The Management Team meets regularly and reviews progress on performance of council services, project planning, risk management
- The Council updates the Constitution, Standing Orders and Financial Regulations each year at its meeting in June.