Action	Method	Comments
Scope of Internal Controls	 Terms of Reference to be approved by the whole Council and minuted. The Internal Control System comprises the whole network of systems within the Council, namely the nominated Members responsible for Internal Controls and the Clerk each of whom has distinct functions within the process which is carried out with due regard to Risk Management and Anti-Fraud Measures. The systems within the Council's Internal Controls have regard to: The effectiveness of operations The economic and efficient use of resources Compliance with applicable policies, procedures, laws and regulations The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption The integrity and reliability of information, accounts and data 	Council to Resolve to Recommend

	 The Controls require annual review 	
Scope of Internal Audit	 There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control. The Internal Auditor will be given direct access to all those charged with governance, i.e., Members and Officers 	See NCALC terms of engagement
Independence of the auditor	 The Internal Auditor will report to the Council in their own name after the audit with the findings of the audit, any recommendations and any compliance issues which have been raised. The Internal Auditor has no other role within the Council and is not an employee of the Council directly but acts on a consultancy basis. The Internal Auditor carries out their role segregated from the day to day operations of the Council 	

Competence	 The Internal Auditor is supplied via a contract with the Northamptonshire Association of Local Councils and has the authority to: access council premises at reasonable times agreed in advance access all assets, records, documents, correspondence and control systems receive any information and explanation considered necessary concerning any matter under consideration require any employee of the council to account for cash, stores or any other council asset under his/her control access records belonging to third parties, such as contractors when required
Relationships	 The Clerk/RFO is consulted on the internal audit plan and on the scope of each audit The Clerk/RFO has clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption

	 Members responsibilities are also clearly defined and appropriate training will be arranged. It is recognized that the existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. 	
Audit Planning and Terms of Reference	 The Audit plan will be the subject of Annual Review by the Clerk. Both the Plan and the Terms of Reference require to be approved by the Council The Audit Plan will enable risks to be identified and ensure adequate management, encourage the review of corporate governance and will encourage the Council to act in a proactive way. The Audit Plan will also consider any changes or proposed changes to legislation which may take place 	Resolve to appoint and use required for the NCALC Internal Audit Service Terms of Reference Resolution to adopt an Audit Plan.