District Council of Peterborough

OF THE TOWN OF PETERBOROUGH CORPORATION

SERVICE 1886 PROGRESS

Amalgamated 1997

DISTRICT COUNCIL of PETERBOROUGH

Internal Control Policy

Adopted : 20th May 2003
Resolution : 127/05

Reviewed : 2/8/04 Res.No. 209/04
Reviewed : 17/10/05 Res.No. 279/05
Reviewed : Res.No.212/10/07: This will in future be handled by the Audit Committee
Reviewed : 18/04/11 Res.No. 60/11
Reviewed : 16/04/12 Res.No. 43/12
Reviewed : 17/08/15 Res.No : 96/15
Reviewed : 18/04/17 Res.No : 30/17

DISTRICT COUNCIL of PETERBOROUGH

INTERNAL CONTROL POLICY

Internal Control Policy

Section 125 Local Government Act 1999

The Council requires that adequate policies, practices and procedures of internal control are implemented and maintained to assist the Council to carry out its activities in an efficient and orderly manner, to ensure adherence to management policies, to safeguard the Council's assets, and to ensure [as far as possible] the accuracy and reliability of Council records.

To achieve this requirement the Chief Executive Office shall ensure that:

- an annual review is conducted in respect to all areas of statutory compliance by the Council, and a report submitted to the Council providing details of the outcome of the review.
- action is taken to monitor the performance of all areas of Council operations to ensure that they are consistent with the requirements of the Council, achieve the objectives of the Strategic Plan and are conducted in an efficient and effective manner.
- Regular reports shall be provided to keep the Council informed in respect to progress in areas of significant operations.
- adequate control is maintained in respect to financial operations and regular reports provided to the Council covering all areas of income and expenditure.
- A record of the systems, protocols and procedures in place is maintained to ensure that the required level of internal financial control is maintained and legislative requirements are met.
- systems and procedures are in place to safeguard all assets of the Council.
- regular audits are carried out to ensure a high degree of accuracy in all Council records and an annual report provided to the Council providing details of the outcome of the review.