

## Addendum to Internal Audit Report 2025/26 for Cublington Parish Council

### Auditor's comments and recommendations

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| C | <p><i>Internal Audit Control Objective</i></p> <p>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>   | NO |
|   | <p><i>Internal Auditor Comments</i></p> <p>There was no evidence the authority held or published an up to date Risk Assessment.</p>  |    |
|   | <p><i>Internal Auditor Recommendation(s)</i></p> <p>I. The clerk to produce a Risk Assessment document using the Example Financial Risk Management template as set out on Page 66 of the SAPPP Practitioners' Guide.</p> <p>II. The authority to resolve to adopt the Risk Assessment at the earliest opportunity and review on an annual basis.</p>       |    |
| O | <p><i>Internal Audit Control Objective</i></p> <p>The authority has complied with laws, regulations &amp; proper practices relating to digital and data compliance.</p>  | NO |
|   | <p><i>Internal Auditor Comments</i></p> <p>The authority's efforts to comply with this objective was still work in progress. The.gov.uk email address has not yet launched and work on an accessibility website is ongoing.</p>  |    |
|   | <p><i>Internal Auditor Recommendation(s)</i></p> <p>The authority must ensure the intention to move to an authority owned email address and compliant website covers best practices as set out in sections 5.117 to 5.128 of the SAPPP Practitioners' Guide.</p> <p>The authority must put in place documentation and processes to cover at a minimum:</p> |    |

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|  | <ol style="list-style-type: none"><li>I. A generic email account hosted on an authority owned domain.</li><li>II. The website must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).</li><li>III. The website must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities.</li><li>IV. The authority must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.</li><li>V. Process personal data with care and in line with the principles of data protection.</li><li>VI. The authority must also have an IT policy, and Page 46 of the SAPPP Practitioners' Guide provides a link to a standard template.</li></ol> |  |
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