

CHARD TOWN COUNCIL

Governance Audit August 26

Risk	Hazard and Consequence	Process	Current Control Measures	Red, Amber, Green	Revised Further Actions	Date Completed
The Council acts illegally and does not comply with current regulations	The Council suffers loss of reputation and faces legal actions	Decision Making	- Council follows the Local Government Act 1972, Accounts and Audit Regulations, Financial Regulations and Standing Orders. - Advice sought from the Town Clerk, RFO, Internal Auditor, SALC and legal advisors where required. - Councillor and officer training undertaken.		Continue to monitor legislative changes and provide regular training to Members and officers.	
The Council does not comply with its own standing orders	The Council suffers loss of reputation and faces legal actions	Decision Making	- Standing Orders are adopted by Council. - Chair and Town Clerk ensure meetings are conducted in accordance with Standing Orders. - Decisions recorded in minutes.		Review Standing Orders annually and provide refresher training following elections.	
The Council does not make decisions in the best interest of the community	The Council suffers loss of reputation	Decision Making	- Decisions are made in properly constituted public meetings. - Reports and recommendations are considered before decisions. - Members declare interests and decisions are recorded in minutes.		Continue community engagement and ensure decisions are supported by appropriate evidence and reports.	
Members act illegally and do not comply with current Council Code of Conduct	The Council suffers loss of reputation	Decision Making	- Members sign an acceptance of office, adopt the Code of Conduct, declare interests and receive training. - Complaints procedure is in place.		Arrange periodic Code of Conduct refresher training and remind Members of declaration requirements.	
The Council does not act and behave in a professional manner	The Council suffers loss of reputation	Decision Making	- Policies covering staff conduct, Member conduct, grievance, disciplinary and equality are in place. - Members/Officers receive appropriate training and guidance.		Review policies regularly and maintain a programme of staff and Member development.	
Changes in Legislation affect Council decision making or operations	The Council is unable to deliver services	Decision Making	- The Town Clerk monitors legislative updates through SALC, NALC and professional networks. - Policies are updated when legislation changes.		Maintain a legislative review log and update policies promptly following changes.	