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The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

**Risk assessment not minuted during year**

*What is the issue?*

The smaller authority has not carried out a risk assessment as part of its review of the effectiveness of internal control during the year. A risk assessment was undertaken and reported to the smaller authority after the year end.

*Why has this issue been raised?*

This is a breach of regulation 4 of the Accounts and Audit Regulations 2015 which requires smaller authorities to review the effectiveness of internal control which includes arrangements for the management of risk during the year ended 31 March each year.

*What do we recommend you do?*

The smaller authority must ensure that the risk assessment is reviewed and this review is minuted at least once a year before the end of each financial year. This review is for the smaller authority to evidence as a whole that it is satisfied that all the risks facing the smaller authority have been identified and safeguards have been put in place to protect against those risks.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England march 2016- A Practitioners Guide,  
NALC/SLCC/ADA  
Audit Briefing, Winter 2012 - BDO LLP  
Accounts and Audit Regulations 2015

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 29 September 2016

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