

## Appendix One: Governance & Audit Committee Effectiveness Action Plan

Issue	Action	When?	By Who?
Ensure the purpose of the Committee is understood by all members	Review the Committee's Terms of Reference at the first meeting of each civic year	Annually	Committee Chair
Quality and content of lengthy/technical reports	At Chair's Brief determine whether, in the opinion of the Chair/Vice Chair, any reports that do not already include an executive summary require one.	On-going	Lead Officer/Report Authors/Chair/Vice Chair
Improve the financial literacy of Committee members	Provide 'bite-size' financial training packages for members on an annual basis, including how to read accounts/financial statements.	Annually	Finance Team Manager Democratic Service Officers
Ensure that the interests and experiences of Committee members broadly reflect the Committee's subject matter and that any gaps are filled where possible	<ol style="list-style-type: none"> <li>1. Annually appraise the interests and experience of Committee members and match against those required for the Committee to be fully effective.</li> <li>2. When recruiting Independent Members, highlight the skills/experience required.</li> </ol>	<ol style="list-style-type: none"> <li>1. On appointment of new members</li> <li>2. Annual review</li> <li>3. When recruiting Independent Members</li> </ol>	<p>The Chairman of the Committee and Chief Officers.</p> <p>Committee memberships are considered at Annual Council.</p>
Improve the level of scrutiny and assurance seeking among members	Pre-committee meetings to take place between Chair/Vice Chair and Committee members to discuss the content of reports and identify any pertinent questions or matters to raise at the Committee	On-going	Chair/Vice Chair and Committee members