

Governance & Audit Committee Effectiveness Action Plan

Issue	Action	When?	Update	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	Planned into work plan and agenda	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	Part of Business as Usual (BaU) activity related to Chair's brief meetings	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.	1. Annually plus regular periods and updates. 2. Induction package for new Members	1. Financial awareness sessions recently held for all Members 2. Statement of Accounts (SoA) training available for all Members 3. Relevant material stored in Members portal	Finance Team Manager Democratic Service Officers Member Development Group
Ensure that the interests and experiences of Committee members broadly reflect the Committee's subject matter and that any gaps are filled where possible	1. Annually appraise the interests and experience of Committee members and match against those required for the Committee to be fully effective. 2. When recruiting Independent Members, highlight the	1. On appointment of new Members 2. Annual review 3. When recruiting Independent Members	1. Part of on-going review of effectiveness 2. Skills required form part of person spec when recruiting Independent Members	Lead Officers

	skills/experience required.			
Improve the level of scrutiny and assurance seeking among members	<p>1. 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.</p> <p>2. Chair to point Members of Committee towards certain aspects of future Committee reports and provide review/feedback.</p>	On-going	<p>1. Pre-meet session prior to Committee in place and need for these reviewed in light of each Committee agenda</p> <p>2. Forward Plan used as a basis of identifying future reports that may require particular scrutiny and appoint Members to undertake this</p>	Chair/Vice Chair and Committee members