

**Audit and Governance Committee Effectiveness – Action Plan**

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**Summary**

- 1 The purpose of this report is to provide details of the action plan which has been prepared following the review of the committee's own effectiveness.

**Background**

- 2 The committee established a task group to undertake a review of its own effectiveness. The task group reported its findings to the meeting on 12 December 2012 and concluded that the committee fulfilled its responsibilities and complied with best practice in many areas. However, a number of areas were identified where it was felt that the committee's own effectiveness could be improved or other changes made to support the functioning of the committee. The recommendations of the task group were approved subject to:
  - the inclusion of an additional column to show the person responsible for delivering the proposed action;
  - the appointment of an independent member to the committee being designated as a priority, as this was a longstanding aim;
  - the committee's terms of reference being reviewed on an annual basis rather than every three years; and
  - consideration being given as to how to raise the public's awareness of the work of the committee.

## **Updated Action Plan**

- 3 The recommendations of the task group have been translated into an action plan, which is attached as annex 1. Each action has been assigned a named officer who will take responsibility for implementation. It is proposed that further reports are presented to the committee to enable progress against the action plan to be monitored.
- 4 The action plan includes a requirement to undertake a training needs assessment and to prepare a training programme. A survey of committee members has recently been completed. Each member was asked to judge their knowledge and understanding of each subject area. The results have been summarised and the details are shown at annex 2 for information. The results will now be used to inform the planned training day on 18 June 2013. Future training will also be prioritised in line with this information.

## **Council Plan**

- 5 The Audit and Governance Committee forms an important component of the council's corporate governance framework. As such it supports the overall aims and priorities of the council by promoting probity, integrity and honesty and by helping to make the council a more effective organisation.

## **Implications**

- 6 There are no implications to this report in relation to:
  - **Finance**
  - **Human Resources (HR)**
  - **Equalities**
  - **Legal**
  - **Crime and Disorder**
  - **Information Technology (IT)**
  - **Property**

## Risk Management Assessment

- 7 The Committee may fail to fully and properly discharge its responsibilities if it fails to function effectively.

### Recommendations

- 8 Members are asked to consider the action plan (attached at annex 1).

### Reason

*To ensure that the Audit and Governance Committee remains effective.*

### Contact Details

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**Report  
Approved**



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**Specialist Implications Officers**

Not applicable

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Background Papers**

None

**Annexes**

Annex 1 – Action Plan arising from the recommendations of the A&G Committee Task Group

Annex 2 – Training needs assessment - summary of questionnaire responses.