

Audit & Governance Committee's Effectiveness Task Group – Action Plan

Details of the action(s) taken or proposed

Ref	Action Taken or Proposed	Target Date	Owner	Progress to date
1	The Committee's terms of reference should be reviewed annually. Any changes to be submitted to Full Council for approval.	April 2013 and ongoing.	Assistant Director Governance & ICT (Andrew Docherty)	Ongoing. The Committee agreed revised terms of reference in July 2013, which were subsequently approved by Full Council. A further review has now been conducted and a small number of further changes are now required to reflect the new Public Sector Internal Audit Standards and the Local Audit and Accountability Act 2014 – see annex 2.
2	A process to be agreed to enable up to two independent co-opted Members to be appointed to the Audit and Governance Committee.	June 2013	Head of Internal Audit (Max Thomas)	A recruitment exercise was undertaken in May 2013 and Mr Martin Whiteley was subsequently appointed as an independent member of the committee by Full Council on 18 July. The appointment was for two years. Arrangements have now been made to undertake a further recruitment exercise to fill the second position. This exercise is being undertaken jointly with North Yorkshire County Council.

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3	The Audit and Governance Committee should work more closely with the Corporate and Scrutiny Management Committee and the Joint Standards Committee.	April 2013 and ongoing	Assistant Director Governance & ICT (Andrew Docherty)	This will be kept under review to see whether there is any further scope for these committees to plan and coordinate their work or for the outcome of any audits to be used to inform scrutiny topic selection.
4	The Assistant Director Governance & ICT should present a report explaining the council's current scrutiny arrangements so as to enable the Audit and Governance Committee to properly consider the effectiveness of the council's arrangements and the overall governance around scrutiny.	April 2013	Assistant Director Governance & ICT (Andrew Docherty)	Details of the council's scrutiny arrangements were reported to Members at their meeting on 9 th July 2013.
5	The Audit and Governance Committee should present an annual report to Full Council	April 2013 and ongoing	Chair of the Audit & Governance Committee	Completed. The report for the period to 16 April 2014 is included as a separate item on this agenda.

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	setting out its work and performance.			
6	The terms of reference for the Committee should include a requirement that induction and annual update training will be compulsory for all members of the Committee (including substitutes).	April 2013	Assistant Director Governance & ICT (Andrew Docherty)	The terms of reference have been amended to reflect this – see annex 2.
7	Arrangements will be made to enable the Members of the Committee to meet privately on an 'informal' basis with both the External Auditor and the Head of Internal Audit. Meetings will be held at least annually.	February 2013 and ongoing	Assistant Director Governance & ICT (Andrew Docherty) / Head of Internal Audit (Max Thomas)	The chair and vice-chair have met informally with the Head of Internal Audit during 2013/14. Similar meetings will be held in 2014/15. Arrangements will also be made to enable the External Auditor to meet with the chair and vice-chair.