

Governance and Audit Committee Action Plan 2023 - 24

Ref	Date Action Logged	Action	Measure - What does Success look like?	Lead Officer	Date Completed	BRAG	Comments
1	21.04.2023	Consideration of how does the Committee measure its achievements		Committee			
2	21.04.2023	Completion of 2022-23 Actions	All actions completed and closed	Democratic Services / Jane Thomas			
3	21.04.2023	Feedback from representative on the Finance Panel	Feedback being received on a quarterly basis	Gareth Hall			Already programmed into the Forward Work Programme
4	21.04.2023	Improvement in the time taken to prepare draft minutes		Democratic Services			
5	21.04.2023	Engagement with the Public - how does the Committee achieve this		Committee			
6	21.04.2023	Committee Press Releases	Proactive communications being issued of the Committee's activities	Chair / Comms			Committee to consider possible press releases as part of reflection post meeting.

7	21.04.2023	Scoring and Prioritisation of possible items for inclusion on the work programme		Chair / Vice-Chair / Democratic Services			
8	21.04.2023	More qualitative information to be included in reports		Committee			
9	21.04.2023	Committee to have a pro-forma document for every report submitted to clarify purpose of reports and role of the Committee		Democratic Services			
10	21.04.2023	Training for Members on ICT / Digital Skills / Risk and Fraud		Democratic Services			