

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	Number of actions completed. Number of recommendations made. Number of recommendations accepted by Cabinet and/or Full Council.	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	Draft minutes available to approve at each meeting	Democratic Services			Since June 2023, draft minutes have been available for approval at the following Governance and Audit Committee meeting.
5	21.04.2023	Engagement with the Public - how does the Committee achieve this	Increased viewing of live broadcasts and meeting recordings.	Committee			Consider social media posts to advertise meetings, with the public Zoom link included to encourage registration to watch the live public meeting. Agendas published in a timely manner would allow the Local Democracy Reporting Service time to prepare articles, especially on items which are of significant public interest. Consider linking Committee engagement work with the Public Participation Strategy, especially annual statutory reporting such as the Statement of Accounts, AGS and corporate self-assessment.
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			Items were now being prioritised on the forward work programme, due to the volume of potential agenda items available for each Committee meeting. Working Groups were proving to be effective by reducing the agenda items needing to be considered at every Committee meeting.
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	Each report to include a pro-forma covering report, to provide Committee Members with key details and the reason(s) for providing the report to Governance and Audit Committee	Democratic Services			Pro-forma now in use, Scrutiny Officer reminds officers presenting to provide a cover report where this is not provided.
10	21.04.2023	Training for Members on ICT / Digital Skills / Risk and Fraud	Attendance at relevant training/development sessions.	Democratic Services			Fraud training module shared with Committee Members to complete. A further in-depth session around fraud will then be provided by the Senior Fraud Investigator. Awaiting date for a training session on digital skills, to be provided by SWAP