

Governance & Audit Committee Self-Assessment Action Plan

|   | <b>Recommendation</b>   | <b>Action taken</b>   | <b>Timescale</b>                                 | <b>Responsibility</b>   |
|---|---|---|--|---|
| 1 | To review the Terms of Reference and ensure they are fit for purpose and following best practice guidance.  | To be looked at as part of the constitution review during 2024<br><b>UPDATE SEPTEMBER 2024: This will not be part of 'Phase 1' of the constitution review, but there are plans to review the ToR of all 3 G&amp;A committees in the Partnership. Further update to be provided in due course.</b> | During 2024                                      | Assistant Director – Governance & Monitoring Officer  |
| 2 | An annual self-assessment of effectiveness of the G&A Committee to be undertaken  | To be done each March and content/questions adjusted as necessary   | March each year                                  | Assistant Director – Governance and Internal Auditors   |
| 3 | To ensure an evaluation of knowledge, skills and the training needs of the Chair and committee members happens annually as part of the self-assessment process. | To be done each March as part of the self-assessment - to be adjusted to ensure all relevant areas are covered.   | Annually in March as part of the self-assessment | Assistant Director – Governance and Internal Auditors   |
| 4 | To have short, focused training and support sessions either at the start or end of each G&A meeting.  | For 24/25 this should cover G&A roles and functions, organisational knowledge, CIPFA, and general updates.  | Every meeting                                    | Democratic Services and Chair of G&A (plus relevant officer to provide the training / support / update) |