

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Governance and Audit Committee
Date:	27 June 2024
Subject:	Update on the Governance and Audit Committee Effectiveness Review Action Plan
Head of Service:	Marc Jones Director of Function (Resources) and Section 151 Officer MarcJones@anglesey.gov.wales
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Nature and Reason for Reporting: This report informs the members of the Committee about the progress with implementing the recommendations made by CIPFA following its review of the Governance and Audit Committee's effectiveness in 2024.	

1. Introduction

- 1.1. At its meeting of 18 April 2024, the Governance and Audit Committee received a report following the outcome of a piece of work undertaken to fulfil the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) [Position Statement: Audit Committees in Local Authorities and Police 2022](#), which recommends that audit committees evaluate their impact and identify areas for improvement.
- 1.2. Members were asked to consider the outcome of the report, the recommendations for improvement made by CIPFA and the actions proposed by management and members of the Committee to address the issues raised.
- 1.3. This report provides an update to the Committee on the progress being made with implementing the recommendations made by CIPFA.

2. Recommendation

- 2.1. That the Governance and Audit Committee notes the actions detailed in the following table and is content that the recommendations have been implemented to its satisfaction.

Governance and Audit Committee Effectiveness Review Action Plan

No.	Recommendation	Action Proposed	Action Owner / Implementation Date	Progress / Status
1	Revise and streamline the Governance and Audit Committee's terms of reference to include all aspects of its work and remove any duplication.	Agreed, will be undertaken during the review of the Constitution.	Head of Audit & Risk 31 March 2024	<p>In progress.</p> <p>The Terms of Reference have been revised in accordance with recommendations from the CIPFA review.</p> <p>Circulated to Chair and Director of Function (Resources) and Section 151 Officer on 13/05/24. Responses received 20 and 21/05/24 respectively.</p> <p>Translated version circulated to members of the Governance and Audit Committee on 28/05/24, with responses due by 11/06/24.</p> <p>Final version submitted to Governance and Audit Committee for formal approval 27/06/24.</p>
2	Plan committee agendas to prioritise the items where the Committee can make an impact and to support it to do so. Ensure that reports to the Committee clearly set out why the report is being presented and the role of committee	<p>H&AR will review the draft agenda to ensure the ordering of items is appropriate, and items to be noted will be moved to the end.</p> <p>The reason for the report being presented is included in the cover report. However, the H&AR will review each to ensure they are fully and sufficiently completed.</p>	Head of Audit & Risk Immediate	Implemented.

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	members in receiving and considering these reports.	The Forward Work Programme also references the Committee's ToR against each item, so reports are prioritised and spaced out throughout the year.		
3	Encourage officers to give brief introductions to their reports to add extra context. Consider setting a time limit for officer presentations.	As above, the HA&R will review the Governance and Audit Committee cover report to ensure adequate and is fully completed.	Head of Audit & Risk Immediate	Implemented.
Will discuss with Chair about referring to these cover reports.		Head of Audit & Risk / Chair Immediate	Implemented.	
The HA&R will discuss with HR Training and Development Manager the provision of training for officers on reporting to Committee.		HR Training & Development Manager 31 March 2025	In progress. The HR Training and Development Manager has confirmed that training for officers reporting to committees is included in the 2024/25 training plan.	
4	Reconsider the balance of committee administration roles to support the more effective working of the Committee.	Current resources within Democratic Services mean there is no capacity to support further. This is unlikely to change due to the current financial constraints.	Chief Executive and Monitoring Officer	Noted.
5	Move to action-focussed minutes that record the key elements of the discussion and	Agreed. We will move to produce minutes that focus on actions and	Democratic Services	Implemented.

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	conclusions reached only. Use consistent terms around decisions.	matters that were resolved by the Committee.	Next meeting.	
6	Support the current lay members to be more integrated into the Committee.	Chair to consider an appraisal process for members of the Committee.	Chair	Noted. Lay members have also been reminded that they can attend the monthly members' briefing sessions.
7	Work with the Council's risk advisors to ensure that the Committee is clear about and fulfils its risk roles.	Issue will be reviewed as part of the Health check of the Council's Risk Management arrangements currently being undertaken by Zurich.	Head of Audit & Risk Immediate	Implemented. The Risk Management Policy, Strategy and Guidance have been updated to make the roles clear. A paragraph has been added in the Risk Management section of the Committee's Terms of Reference to clarify the Committee's responsibilities when acting as a risk committee.
8	Identify ways for internal audit to work more closely with the Committee, including informal meetings with the Chair both before and after meetings, to identify ways to develop the Committee.	Agreed. HA&R currently meets with the Chair on an ad-hoc basis. However, going forward will meet more formally with the Chair and Deputy Chair following each meeting.	Head of Audit & Risk / Chair and Deputy Chair Immediate	In progress.
9	Meet internal and external audit separately, formally and in private at least once a year and	Agreed. Will schedule a private meeting separately between Internal Audit and External Audit and the Committee, without other officers	Head of Audit & Risk Audit Wales	Implemented. The Governance and Audit Committee's Terms of Reference have been

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	meet internal audit informally between meetings.	being present. This meeting will not be minuted or webcast. First private meeting has been scheduled for 18 April 2024, to be held following the formal meeting.	Chair Once a year, commencing April 2024	updated to make this explicit. The first private meeting was held on 18 April 2024.
10	Consider producing a short briefing note from the Chair after each meeting, summarising the key points to be shared with all members.	Action-focussed minutes will assist the Chair in preparing a briefing note, if he feels one is required.	Chair	Implemented. The first Chair's Briefing Note for the 18 April 2024 committee meeting was circulated to members of the Governance and Audit Committee on 28 May 2024.