

Governance and Audit Committee Action Plan 2010/11

Following a review of the Governance and Audit Committee terms of reference for the period 1 April 2010 to 31 March 2011, the actions below were identified and will be undertaken during the period 1 April 2011 to 31 March 2012.

Ref	Issue identified	Proposed Action	Proposed completion date	Responsible officer / body	Status
10/11-01	The Governance and Audit Committee terms of reference need to be reviewed to ensure they are fit for purpose.	Terms of reference reviewed.	15 Mar 11	CGRO	
10/11-02	Member training and development.	Specific section on governance and finance within Member Induction programme.	31 May 11	CED, FSM, CGRO	Section within Member Induction agreed for 24 May 2011.
10/11-03		Member guidance pack for Governance and Audit Committee be updated.	22 Jun 11	CGRO	
10/11-04		Review the terms of reference and programme of reports documents to produce a simple document that shows a timeline or flowchart on why certain reports have to be received at certain times.	22 Jun 11	CGRO	

Key:

CED Sue McGonigal, Chief Executive Designate (Section 151 Officer)
 FSM Sarah Martin, Financial Services Manager
 CGRO Nikki Morris, Corporate Governance and Risk Officer