

Actions proposed to improve the committee's effectiveness

1. The governance framework for the Council overall should be reviewed to ensure that the roles of and relationships between its various elements are coordinated.
Action by the monitoring officer and head of legal and democratic services.
2. The revised/ clarified role and responsibilities of the Audit and Governance Committee within the council's governance framework should be reflected in its terms of reference.
This will be addressed initially by the report being taken to the committee on 31 July 2017. Once action point 1 is complete, the monitoring officer and head of legal and democratic services will reassess the committee's terms of reference and propose further revisions if necessary.
3. The committee's terms of reference should be reviewed and, if required, revised annually to ensure alignment with the council's governance framework and compliance with current good practice.
Action by the head of legal and democratic services supported by the Democratic Services' managers in advance of the spring Council meeting at which all terms of reference are routinely proposed.
4. A clear direction, supported by the terms of reference, should be given annually that committee members should act objectively and independently, and that substitutions should not generally be made.
Action by the chair of the committee supported by the monitoring officer at the same time as the terms of reference and membership are confirmed.
5. In appointing the committee's members the political groups should consider members' skills and expertise, and their wishes.
Action by the political groups, prompted by the head of legal and democratic services as the request is made for nominations to committees.
6. Skills specifications should be developed and agreed for the committee's chair and members.
Action by the head of legal and democratic services.
7. Renewed consideration should be given to the training required by members and particularly the chair, and appropriate training provided.
Action by the chair of the committee supported by the monitoring officer and head of legal and democratic services.
8. A schedule of meetings and their agendas should be established at the start of each year and reviewed in advance of each meeting.
Action by the head of legal and democratic services and the Democratic Services' officer responsible for supporting the committee, in advance of the spring Council meeting when the schedule of all meetings for the year is set.
9. As members are more effectively trained to understand their role, the committee should periodically undertake a self-assessment exercise.
This should be led by the chair, supported by the monitoring officer and head of legal and democratic services at end of the first and third years of the administration.
10. The committee should prepare an annual report of its activity to facilitate assessments of its effectiveness.

Appendix 'B'

Action by the chair supported by the monitoring officer and head of legal and democratic services.