

CPCA Audit and Governance Committee Self-Assessment Action log

<u>Action</u>	<u>Date set</u>	<u>Next action with:</u>	<u>Progress /Comments</u>	<u>Deadline</u>	<u>Open/Closed /Ongoing</u>
Improve attendance at Development sessions	20 July '18	All Members/ Anne G	All Members to attend Development sessions. Register to be kept to monitor improvement.	N/A	Ongoing
Repeat of skills audit following change in membership to re-assess strengths and weaknesses.	20 July '18	Anne G	Skills Audit undertaken.	30 Nov '18	Closed
To provide access to member training and development sessions materials	20 July '18	Anne G/ Jon A	To discuss with IT most appropriate means of providing access to materials e.g. separate group set up within Sharepoint.	30 Nov '18	Completed.
Induction pack to be developed along lines of Overview and Scrutiny Committee version.	20 July '18	Anne G/Emma P	Induction to be provided to new members at their first meeting after the May elections 2019.	May 2019	Open
Chair will hold annual 1:1s with Members to capture concerns, ensure engagement and build understanding.	20 July '18	Chair	Dates of annual 1:1s to be scheduled	30 Nov '18	Open
Terms of reference to be reviewed annually	20 July '18	Anne G	To be included within Forward Plan	30 Nov '18	Ongoing
Separate Dedicated workshop held to consider the draft financial statements	20 July '18	Anne G	Date of workshop to be agreed and scheduled – meeting arranged for the 14 th June 2019.	30 Nov '18	Completed
In 2 nd year, Committee to hold informal private discussions with	20 July '18	Anne G	Dates of informal discussions to be scheduled	30 Nov '18	Completed.

internal/external auditors – without Officers			Informal meeting arranged before the A&G meeting on the 29 th March 2019.		
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