

	Recommendation	Action	Timescale	Responsibility
1	To ensure the Terms of Reference are fully understood by all A&G members and trained substitutes.	To be added to the 'areas of training' as identified at action 4 when a training programme is drawn up.	See action 4	Assistant Director – Governance
2	An annual self-assessment of effectiveness of the A&G Committee to be undertaken	To be actioned each March and content/questions adjusted as necessary	March each year	Assistant Director – Governance & 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 carried out each March as part of the self-assessment and to be adjusted to ensure all relevant areas are covered.	Annually in March as part of the self-assessment	Assistant Director – Governance & Internal Auditors
4	Training – areas identified for 24/25: Remit of committee Governance issues Work programme	Training sessions throughout 24/25 to be arranged – possibly at the start/end of meetings. Session to be arranged as part of the first meeting of the year to involve the Committee with planning the work programme.	Start - July 2024, continue throughout 24/25	Democratic Services and Chair of A&G (plus relevant officer to provide the training / support / update)
5	Covering reports: <ul style="list-style-type: none"> the summary section needs to be used properly to summarise key parts of the report to be noted/discussed by Members (including page numbers where appropriate) summaries of key sections for longer reports also needed 	Request that all officers who prepare reports for A&G Committee should simplify them where appropriate and ensure the bullet points in recommendation 5 are adhered to.	Ongoing – review twice yearly	Assistant Director – Governance
6	The Annual Governance Statement should be presented to the Committee as a separate item to help understand governance issues.	To be added as a separate agenda item each year when the agenda is prepared.	November 2024	Democratic Services to add this as a separate agenda item.
7	Action Plans: Monitoring the progress of relevant actions, including updates to A&G where appropriate;	Updates on progress of previously reported items to be added to the work programme within a suitable time limit	Ongoing	Relevant officer