

<p><b>GOVERNANCE AND AUDIT COMMITTEE</b></p> <p><b>7<sup>th</sup> September 2022</b></p>	<p><b>AGENDA ITEM NO. 9</b></p>
<p><b>JOINT REPORT OF THE DIRECTOR OF FINANCE AND DIGITAL SERVICES AND SERVICE DIRECTOR DEMOCRATIC SERVICES AND COMMUNICATION</b></p>	<p><b>GOVERNANCE AND AUDIT COMMITTEE – LEARNING AND DEVELOPMENT</b></p>

Authors: Paul Griffiths (Service Director – Finance and Improvement Services) and Mark Thomas (Head of Regional Internal Audit Service)

**1.0 PURPOSE OF THE REPORT**

1.1 The purpose of this report is to set out proposed arrangements to update the learning and development plan for the Governance and Audit Committee in line with its Terms of Reference.

**2.0 RECOMMENDATION**

It is recommended that Members:

2.1 Review the draft Training Needs Analysis questionnaire (**Appendix 1**) and subject to updates to incorporate into the document, instruct Council Officers to progress the training needs analysis exercise to enable results and a draft learning and development plan to be reported to the November 2022 Governance and Audit Committee meeting.

**3.0 REASON FOR RECOMMENDATION**

3.1 To support the learning and development of Governance and Audit Committee Members in line with its Terms of Reference.

**4.0 BACKGROUND INFORMATION**

4.1 The CIPFA publication ‘Audit Committees – Practical Guidance Note for Local Authorities & Police, 2018 Edition’ sets out that good audit committees are characterised by a membership that is, amongst other things, knowledgeable and properly trained to fulfil their role. To this

end, it is important that the provision of regular briefings and / or training is in place to help Committee Members keep up to date or extend their knowledge.

- 4.2 The Council's Governance and Audit Committee has well embedded learning and development arrangements that include, amongst other things, overviews / briefings on: internal and external audit; risk management; contract and financial procedure rules; and accounting policies, with this on-going programme of work being underpinned by a workplan in line with the Committee's Terms of Reference.
- 4.3 More recently, the Governance and Audit Committee's 2021/22 Annual Report and the Council's 2021/22 Annual Governance Statement (reported to and agreed by the Governance and Audit Committee meetings on [23rd March 2022](#) and [18th July 2022](#) respectively), recommended the need to undertake a training needs analysis to inform a refreshed learning and development plan for 2022/23.

## **5.0 GOVERNANCE AND AUDIT COMMITTEE – TRAINING NEEDS ANALYSIS**

- 5.1 In line with the recommendations set out in the Governance and Audit Committee's 2021/22 Annual Report and Council 2021/22 Annual Governance Statement, Council Officers have drafted a training needs analysis questionnaire, taking into account the CIPFA publication 'Audit Committees – Practical Guidance Note for Local Authorities & Police, 2018 Edition' and the Committee's Terms of Reference.
- 5.2 Members are requested to consider the draft Training Needs Analysis questionnaire (Appendix 1) and, subject to feedback, instruct Council officers to:
- Make arrangements for the questionnaire to be made available on-line for Members to complete; and
  - Report the results to the November 2022 Governance and Audit Committee along with a draft Learning and Development Plan.
- 5.3 Council Officers will be available to provide support to Members as part of completing the exercise to ensure all relevant feedback is taken account of in producing an updated Learning and Development Plan.

## **6.0 EQUALITY AND DIVERSITY AND SOCIO-ECONOMIC DUTY IMPLICATIONS**

- 6.1 There are no equality and diversity or socio-economic duty implications as a result of the recommendations set out in the report.

## **7.0 CONSULTATION**

- 7.1 Engagement with Governance and Audit Committee Members is being undertaken to inform the compilation of an updated Learning and Development Plan for the Committee.

## **8.0 FINANCIAL IMPLICATION(S)**

- 8.1 There are no financial implications as a result of the recommendations set out in the report.

## **9.0 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 The creation of a Learning and Development Plan will support Committee Members to effectively discharge its Terms of Reference and in doing so supports the principles within The Local Government (Wales) Measure 2011 (Chapter 2 / section 81), the CIPFA publication 'Audit Committees - Practical Guidance for Local Authorities & Police 2018 Edition' and Local Government and Election (Wales) Act 2021.

## **10.0 LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

### **THE COUNCIL'S CORPORATE PLAN PRIORITIES**

- 10.1 The work of the Council's Governance and Audit Committee aims to support the delivery of the priorities contained within the Council's Corporate Plan 2020-2024 'Making a Difference', in particular 'Living Within Our Means' through ensuring that appropriate governance arrangements are in place to effectively manage resources.

### **WELL-BEING OF FUTURE GENERATIONS ACT**

- 10.2 The Sustainable Development Principles, in particular Prevention, can be applied to the systematic reviews undertaken in order to provide assurance that risks to the achievement of objectives are being managed.

## **11.0 CONCLUSION**

- 11.1 The Governance and Audit Committee's Annual Report 2021/22 and Council Annual Governance Statement 2021/22 recommends for a training needs analysis to be undertaken to inform an updated Learning and Development Plan for the Governance and Audit Committee.

11.2 Council officers have drafted a training needs analysis questionnaire for the Committee's consideration and, subject to approval, will be made available to Governance and Audit Committee Members for completion and to inform an updated Learning and Development Plan.

**Other Information:-**

***Relevant Scrutiny Committee***

**Not applicable.**

***Contact Officers*** – Paul Griffiths and Mark Thomas



**LOCAL GOVERNMENT ACT 1972**  
**AS AMENDED BY**  
**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**  
**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**  
**GOVERNANCE AND AUDIT COMMITTEE**

**7<sup>TH</sup> September 2022**

**GOVERNANCE AND AUDIT COMMITTEE – LEARNING AND DEVELOPMENT**

**JOINT REPORT OF THE DIRECTOR OF FINANCE AND DIGITAL SERVICES AND SERVICE DIRECTOR OF DEMOCRATIC SERVICES AND COMMUNICATION**

Authors: Paul Griffiths (Service Director – Finance and Improvement Services) and Mark Thomas (Head of Regional Internal Audit Service)

Item: 9

**Background Papers**

None.

Officers to contact: Paul Griffiths / Mark Thomas