

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2022/23

<p>GOVERNANCE AND AUDIT COMMITTEE</p> <p>14th February 2023</p>	<p>AGENDA ITEM NO. 6</p>
<p>JOINT REPORT OF THE DIRECTOR OF FINANCE & DIGITAL SERVICES AND SERVICE DIRECTOR DEMOCRATIC SERVICES AND COMMUNICATION</p>	<p>GOVERNANCE AND AUDIT COMMITTEE – LEARNING AND DEVELOPMENT</p>

Author: Paul Griffiths (Service Director – Finance and Improvement Services)

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide the Governance and Audit Committee with a proposed programme for learning and development to support the delivery of its Terms of Reference.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Review and, if deemed appropriate, approve the draft Learning and Development Plan for the Governance and Audit Committee.

3. REASON FOR RECOMMENDATION

- 3.1 To support the on-going development and effectiveness of Governance and Audit Committee in line with its Terms of Reference.

4. BACKGROUND INFORMATION

- 4.1 At the 7th September 2022 Governance and Audit Committee, Members reviewed and agreed an on-line Training Needs Analysis questionnaire, this being compiled in line with the CIPFA publication

'Audit Committees – Practical Guidance Note for Local Authorities & Police, 2018 Edition'. At this meeting, Members also agreed for Council Officers to progress the training needs analysis exercise to enable the results to be reported to the next Governance and Audit Committee for consideration.

4.2 As Members will be aware, the training needs analysis was completed by Committee Members in November 2022 and the results reported back to the 7th December 2022 Governance and Audit Committee. The key learning and development themes that emerged from the training needs analysis were:

- Arrangements for handling complaints;
- Fraud and corruption;
- The Council's financial statements;
- Risk Management; and
- Governance (including Contract and Financial Procedure Rules).

4.3 In addition, at the 7th December 2022 meeting, Members agreed for a draft Learning and Development Plan to be reported to the next meeting of the Governance and Audit Committee.

5. **LEARNING AND DEVELOPMENT**

5.1 Following on from Section 4, a draft Learning and Development Plan is set out at Appendix 1 with the scheduling of updates informed by training needs analysis feedback and the Committee's Work Programme, and also recognising the need for flexibility to accommodate changing needs and priorities should they arise.

5.2 In terms of the approach, it is proposed that:

- The programme will be coordinated by Council officers;
- A learning and development item will be reported to the Governance and Audit Committee on at least a quarterly basis and other Members invited as appropriate;
- The updates provide an overview of the area, ensure opportunity for questions and answers and also opportunity for Members to request further information and / or more specific updates; and
- Learning and development requirements will be kept under continuous review as part of on-going engagement with Committee Members and the learning and development plan updated

accordingly. These requirements will also be reviewed as part of the Personal Development Reviews undertaken by the Head of Democratic Services, before the conclusion of this municipal year.

5.3 Subject to the Governance and Audit Committee's consideration of the draft Learning and Development Plan, officers will put in place the necessary arrangements for delivery, commencing from March 2023.

5.4 Members will note that learning and development material will be made available on-line, as recommended within the 2021/22 Annual Governance Statement, and ensure that all information is easily accessible to Committee members.

6. EQUALITY AND DIVERSITY IMPLICATIONS AND SOCIO-ECONOMIC DUTY

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. CONSULTATION

7.1 Governance and Audit Committee is the key consultee in informing and directing the way forward for this area, as set out in the main body of the report.

8. WELSH LANGUAGE

8.1 All learning and development information compiled and made available to Members will be in compliance with Welsh Language standards.

9. FINANCIAL IMPLICATIONS

9.1 The delivery of the learning and development programme for Committee Members will be in line with existing resources.

10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

10.1 The creation of a learning and development plan to support the ongoing development and effectiveness of the Governance and Audit Committee supports the principles within The Local Government (Wales) Measure 2011 (Chapter 2 / Section 81) and the CIPFA

publications - 'Audit Committees – Practical Guidance for Local Authorities & Police Edition'.

11. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.

THE COUNCIL'S CORPORATE PLAN PRIORITIES

- 11.1 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

- 11.2 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.

12. CONCLUSION

- 12.1 The Council's Governance and Audit Committee has informed the development of a learning and development plan through the completion of a training needs analysis exercise.
- 12.2 Subject to the Governance and Audit Committee's consideration of the draft Learning and Development Plan, officers will put in place the necessary arrangements for delivery from March 2023.

Other Information:-

Relevant Scrutiny Committee
Not applicable.

Contact Officer – Paul Griffiths

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

14th February 2023

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

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

Author: Paul Griffiths (Service Director – Finance & Improvement Services) &

Item: 6

Background Papers

None.

Officers to contact: Paul Griffiths

APPENDIX 1

GOVERNANCE AND AUDIT COMMITTEE - PROPOSED LEARNING AND DEVELOPMENT PLAN

Date	Learning and Development Area	Proposed focus of the Learning and Development Session
February 2023	Risk Management	An introduction to the role of the Governance and Audit Committee in respect of Risk Management.
March 2023	Complaints Handling	An overview of the arrangements in place within the Council for the management of complaints received.
July 2023*	Fraud and Corruption	An overview of the main areas of fraud and corruption risk to which the Council is exposed and the arrangements in place within the Council to tackle fraud and raise awareness of good fraud risk management practice.
September 2023*	Financial Management and Accounting	Awareness of the financial statements that a local authority must produce and the principles it must follow to produce them, and the role the Governance and Audit Committee plays in reviewing the Council's certified draft financial statements.
December 2023*	Governance	An overview of the governance structure of the Council (including the Annual Governance Statement, Contract and Financial Procedure Rules, upholding ethical standards / 7 principles of public life), decision-making processes, the Council's objectives and its major functions).
February 2024*	External Audit and Internal Audit	<p>External Audit - Knowledge of the role and functions of the external auditor and the responsibility it has to the Council's Governance and Audit Committee and supporting the Council's wider governance arrangements.</p> <p>Internal Audit - An understanding of the purpose of the Council's Internal Audit Service and its responsibilities to the Governance and Audit Committee and supporting the Council's wider governance arrangements.</p>

Date	Learning and Development Area	Proposed focus of the Learning and Development Session
March 2024*	Performance Self-Assessment	An overview of the Council's Performance Self-Assessment and independent Panel Performance Assessment responsibilities and the role of the Governance and Audit Committee in reviewing and challenging the outcome of these assessments.
As informed by Committee Members	Governance and Audit Committee Role and Functions	Refresher session (following on from the session undertaken in July 2022) in respect of the role of the Governance and Audit Committee, its terms of reference, place within the governance structure and accountability arrangements.

* - Dates subject to change based on the calendar of meetings for the 2023/24 Municipal Year (when agreed).