

AUDIT AND GOVERNANCE SUB-COMMITTEE

ARMADA WAY INDEPENDENT LEARNING REVIEW ACTION PLAN

Purpose:

To provide oversight, scrutiny, and independent assurance on the progress of implementation of the Armada Way Independent Learning Review Action Plan (“the Action Plan”), ensuring robust and timely implementation of the improvements required in the Action Plan, giving consideration to compliance with statutory and best practice standards.

Objectives:

- Monitor the implementation of agreed actions within the Action Plan.
- Report findings, progress updates, and recommendations to the Audit and Governance Committee.
- Receive officer reports in relation compliance with the timescales set out in the Action Plan and if considered necessary report any issues to Audit and Governance Committee to establish whether any update to full Council is required.

Membership:

- Chair: Member of the Audit and Governance Committee
- The members of the Audit and Governance Committee, or a substitute member from the same group to be nominated by Group Leaders.
- At least one co-opted member from unrepresented political groups, to be agreed by the Chair. Such co-opted members will not have voting rights.
- Officers may attend for specific agenda items (e.g. Chief Executive, Monitoring Officer, Section 151 Officer)

Meetings:

- In order to coincide with the deadlines set out in the Action Plan the Committee will meet in accordance with the timetable appended to these Terms of Reference;
- Additional meetings may be convened to respond to urgent issues

Responsibilities:

- Review pre-deadline progress reports from officers responsible for each of the actions set out in the Action Plan
- Assess risks and barriers to implementation
- Consider evidence provided for completed actions
- Recommend corrective actions where progress is delayed
- Maintain an audit trail of oversight activity and decisions taken

Reporting Arrangements:

- Produce summary progress reports for inclusion in Audit and Governance Committee agendas

- Escalate unresolved issues or concerns to the Committee Chair for a decision as to whether such issues should be escalated to the Audit and Governance Committee
- Submit progress reports to Audit and Governance Committee and a final report confirming that the Action Plan is complete for onward reporting to Full Council
- The sub-committee will be formally constituted and meet the requirements set out in the Constitution for formal committees.
- The sub-committee will cease to operate following a report to full Council confirming the delivery of the requirements of the Action Plan.