

NNDC GRAC Self-assessment Action Plan

Action	Owner	Date for completion	Progress
1. Understand how the Governing Body holds the GRAC to account and identify any improvements to be made (this may be by the Full Council receiving GRAC's Annual Report) (Q7)	Cara Jordan Assistant Director Legal and Governance	March 2025	The GRAC annual report has not been written since 22/23 due to the recent staffing challenges faced by Democratic services. This will be reinstated for 24/25 and will go to Full Council following its approval at GRAC.
2. For the next annual report of the GRAC ensure the following are included: - <ul style="list-style-type: none"> • Compliance with the CIPFA Position Statement 2022 • Results of the annual evaluation, development work undertaken and planned improvements • How it has fulfilled its terms of reference and the key issues escalated in the year. (Q8) 	Cara Jordan Assistant Director Legal and Governance and Democratic Services Officer for the Committee	March 2025	These details will be included in the next annual report.
3. Update the GRAC Committee's terms of	Cara Jordan	March 2025	To be updated for the next GRAC meeting.

reference to explicitly address all the core areas identified in CIPFA's Position Statement	Assistant Director Legal and Governance and Democratic Services Officer for the Committee		
4. Ensure that only agenda items that align with the Committee's core functions or selected wider functions are addressed. (Q11)	Democratic Services Officer for the Committee	Every meeting	
5. GRAC to meet privately with the external auditors and head of internal audit each year. (Q12)	Chair of GRAC	Needs to be arranged	
6. GRAC to consider its size, whether the use of substitutes should continue and the inclusion of lay/co-opted independent members. (Q13)	Cara Jordan Assistant Director Legal and Governance	March 2024	Discussion to be included as part of the update to the Committee's terms of reference
7. GRAC members to undertake an evaluation of their knowledge, skills and training needs every two years. (Q15)	Teresa Shaman, Head of Internal Audit to circulate this assessment	Summer 2024	Completed and reported to GRAC at Sep 24 meeting.
8. As a result of the evaluation in 8 above, develop a training plan to	Cara Jordan Assistant Director Legal and Governance and	Training now needs to be arranged	

address training needs of GRAC Members and arrange training. (Q16)	Governance and Democratic Services Officer for the Committee		
9. As a result of 9 above, if training cannot address any skills or knowledge gaps to a satisfactory level, consider revising the membership of the GRAC to address this. (Q14 & Q17)	Cara Jordan Assistant Director Legal and Governance and Democratic Services Officer for the Committee		
10. Obtain feedback on GRAC performance from those interacting with the committee or relying on its work (Q20)	Teresa Sharman, Head of Internal Audit to circulate feedback questionnaire	Summer 2024	Completed and reported to GRAC at Sep 24 meeting.
11. Review results of Self-Assessment of Good Practice exercise at a committee meeting. (Q29)	Is on the agenda	June 2024	Completed
12. Chair to ensure that: - a) Issues and concerns are escalated promptly to senior mgmt. (Q6) b) The Committee has good working relationships with the internal and external	Chair of GRAC	During 2024/25	

<p>auditors and the DoR (19)</p> <ul style="list-style-type: none"> c) Agenda items are well discussed, with engagement from all members (Q22) d) The Committee maintains a non-political approach to discussions (Q23) e) The Committee engages with officers as necessary in the discussions of the Committee's business (Q24) f) Makes recommendations to improve risk, governance and control as necessary (Q25) and ensures these have traction with mgmt. (Q26) 			
<p>13. Chair to ensure that a self-assessment exercise is completed annually (Q27) and that all the members participate. (Q29)</p>	<p>Chair of GRAC</p>	<p>March 2025</p>	