



| Reference | Area                   | Improvement   | Action   | Progress to date  | Deadline        | Owner                       |
|-----------|------------------------|---|--|---|-----------------|-----------------------------|
| 1         | Strategy               | Clear vision for the board  | Update the vision/mission statement and underlying documents e.g. terms of reference   | It's suggested that this should follow the actions to consider the boards remit and the longer term review of the terms of reference.   | To be confirmed | Chair / Secretariat         |
| 2         | Strategy               | Improve communications with key stakeholders such as Local authorities and FRAB | Send out a questionnaire to local authorities to find out their preferred communication methods and understand their knowledge of CIPFA LASAAC.<br>Produce high quality working papers for FRAB (including clear rationale for proposals). | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.  | To be confirmed | Secretariat / Board Members |
| 3         | Strategy               | Induction pack for new board members and other member support                   | To produce an induction pack for new board members, including support available for members  | The secretariat seeks CIPFA LASAAC's views on the contents of the induction pack.   | June 2024       | Secretariat / Board Members |
| 4         | Strategy               | Risk Register   | Produce and maintain risk register   | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.  | To be confirmed | Secretariat / Board Members |
| 5         | Strategy & Performance | Engagement with sector  | Update the webpages for CIPFA LASAAC. Maybe include photos and job titles on the members page to appear more relatable.  | The majority of the CIPFA LASAAC web pages have now been updated, removing historical information that is no longer relevant. With the meetings, minutes and papers the remaining page to be updated. Further information on photos and job titles to also be considered. | Ongoing         | Secretariat                 |
| 6         | Performance            | Performance management of Board members   | Create an annual statement of which meetings members have attended   | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.  | To be confirmed | Secretariat                 |
| 7         | Performance            | Member development  | Hold an annual training session  | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.  | To be confirmed | Secretariat                 |

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| 8         | Performance               | Engagement with sector                                 | Produce article(s) for Public Finance on how CIPFA/LASAAC operates  | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.   | Ongoing         | Secretariat / Board Members |
| 9         | Performance               | Engagement with sector                                 | Presentation on how CIPFA/LASAAC works to student members   | The Secretariat is seeking the Boards views on the action plan before proceeding with this item.   | To be confirmed | Secretariat / Board Members |
| 10        | Operational & Performance | Succession planning                                    | Identify key skills and knowledge that are desirable across CIPFA LASAAC.   | The Secretariat produced a skills and diversity matrix which was presented at the April meeting as a starting point for the Board to provide their views.                          | June 2024       | Secretariat / Board Members |
| 11        | Operational & Performance | Succession planning & Increase diversity               | Map current members across key skills and other diversity criteria.   | The Secretariat produced a skills and diversity matrix which was presented at the April meeting as a starting point for the Board to provide their views.                          | June 2024       | Secretariat / Board Members |
| 12        | Operational & Performance | Succession planning & Increase diversity               | Actively recruit members to fill gaps in skills/diversity matrix – target by CIPFA region.  | This will follow the completion and agreement of the skills and diversity matrix.  | To be confirmed | Secretariat / Board Members |
| 13        | Operational & Performance | Succession planning & Increase diversity               | The Chair noted that on reflection, the question on whether there is a role for a senior independent director does not apply directly to CIPFA LASAAC as a standard setting board. CH will discuss with GD how this might be usefully interpreted, and for example whether the Board should have academic or other independent experts as co-opted members. | Following April's meeting this is to be taken forward as part of the ongoing effectiveness review action plan, which covers the board's skills and knowledge.                      | To be confirmed | Chair / Vice Chair          |
| 14        | Operational               | Post implementation review of major Code changes       | Review implementation of major code changes. Any review should include how well it works for local government and should be reported to FRAB. Lessons learnt should help inform future changes.   | This is possibly something that the Better Reporting Group could be instructed to look at, as and when the situation arises.   | Ongoing         | Secretariat/ Board Members  |
| 15        | Operational               | Terms of Reference                                     | CIPFA LASAAC to further review terms of reference   | Transferred to the effectiveness review action plan following April 2024 meeting. To be reviewed in Autumn 2024.   | Autumn 2024     | Board members               |
| 16        | Resources                 | Increased technical support from CIPFA secretariat     | The board to advise of areas where technical briefings would be beneficial.   | Additional technical staff recruited to support CIPFA Secretariat function. The next steps are for the board to advise of any areas where technical briefings would be beneficial. | June 2024       | Board Members               |
| 17        | Resources                 | Increased representation of practitioners on the board | The board to consider if the composition of the board needs to be adjusted following skills gap analysis.   | The Secretariat produced a skills and diversity matrix which was presented at the April meeting as a starting point for the Board to provide their views.                          | June 2024       | Board Members               |