



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. 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