

**APPENDIX D:  
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2021/22**

No.	Area for Improvement	Actions	Responsible Officer	Target Date
1	General officer compliance with good governance	Develop remote learning governance course for all office-based staff as part of the suite of annual courses. To include Heads of Service Assurance Statements.	Learning and Development Officer	31/12/2021  Due to no “off the shelf” course being available preparation took longer than expected. The course went live in May 2022.
2	Lack of understanding of good governance in local government by all manager and office-based staff in Parking & Waste, Health and Wellbeing, the Capitol and Parks & Countryside	Briefing for Heads of Service  Briefing for all managers  Visits to these services to by the Monitoring Officer and s151 Officer to explain the Council’s processes and the importance of complying with them.	Monitoring Officer & S151 Officer	31/12/2021  Complete
3	Non-compliance with HR process and procedure by managers	Rewrite of HR processes and procedures as come out of lockdown and training for all managers in the new processes.	Head of HR and OD	Within 6 months of the end of lockdown

		Update November 2021: The council's Return to Parkside Guide was updated, including generic risk assessments, in time for a more structured return of staff from September. The Homeworking Policy and the DSE guidance have been re-written, to take account of a hybrid working trial from October 2021 to March 2022. Staff were consulted on the trial proposals. This is supported by a Homeworking self-assessment checklist and a revised e-learning suite on homeworking. An authorisation process and sign off has been implemented and is recorded on the T1HR system; a user guide is available for managers. In addition, extensive guidance has been given on remote working, remote managing and on health and wellbeing. A new system for staff parking and pro-rated fees has been introduced.		Implemented.
4	Some performance indicators and key performance indicators are out of date for the current situation	Redraft of our performance indicators and key performance indicators for 2021/22.  Update: Revised key performance indicators were reported at Q1 to Overview and Scrutiny Committee on 20 September 2021.	Head of Finance & Performance	31/5/2021 Implemented.
5	Not yet clear how Councillor meetings and Councillor/officer meetings can be held after 7 May 2021.	New proposal for future of Councillor and Councillor/Officer meetings once new law received	Head of Legal & Democratic Services	31/5/2021 Implemented.
6	S151 and Monitoring Officer sign off for Cabinet decision reports on	Roll out of tracking and sign off through Modern.gov	Head of Legal & Democratic Services	31/3/2022

	Modern.gov (carried forward from 2020/21)	System set-up underway. Training will then be needed. Implementation go live in 2022/23.		
--	---	--	--	--