

**APPENDIX E:  
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2022/23**

<b>No.</b>	<b>Area for Improvement</b>	<b>Actions</b>	<b>Responsible Officer</b>	<b>Target Date</b>
1	Officer governance understanding	Roll out of the e-learning course to all staff with regular access to a computer.	All Heads of Service	30/9/2022
2	S151 and Monitoring Officer sign off for Cabinet decision reports on Modern.gov (carried forward from 2021/22).	Roll out of tracking and sign off through Modern.gov operates effectively.	Head of Legal & Democratic Services	30/6/2022
3	Governance arrangements at Horsham Museum	Implementation of the action in the review of the Museum report.	Head of Culture and Leisure	31/3/2023
4	The Council's management of bullying and harassment	Development of an anti-bullying and harassment policy. Working group to lead the implementation of this, led by the Director of Community Services.	Head of Human Resources and Organisational Development Director of Communities.	30/9/2022
5	Procurement understanding in Environmental Health and Licensing	Coaching support from the Procurement Manager.	Procurement Manager	30/9/2022