

APPENDIX D: ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2018/19

No.	Area for Improvement	Actions	Responsible Officer	Target Date	Outcome
1	Information security policies	Review and rewrite information security policies	Head of Technology Services	30/9/18	Completed
2	S151 and Monitoring Officer sign off of decision reports	Roll out of tracking and sign off through Modern.gov	Democratic Services Manager	31/3/20	Target date has been moved to 31/3/20.
3	Officer/Member protocol	Reintroduce an officer/member protocol	Head of Legal & Democratic Services	30/6/18	Completed
4	Revenues and Benefits disaster recovery	Move of all Horsham and Mid Sussex based revenues and benefits systems to Milton Keynes Council	Head of Revenues and Benefits (LGSS)	31/05/19	Full migration date moved to 31 May 2019 due to external Tech provider being unable to meet earlier date.
5	Verto Project Management system	Review and redesign of the Verto Project Management system	Project Assurance Manager	31/7/18	Completed
6	Reliability of power supply at the depot	Purchase and implementation of a generator	Head of Property Services	1/12/18	Cost/benefit assessment decision taken not to purchase a generator as impact likelihood of power outages at Hop Oast are much reduced.
7	Horsham in-house technology disaster recovery plan	Complete the Disaster Recovery Plan for the in house technology	Head of Technology Services	31/3/19	Completed

8	Legal Services' case management & disaster recovery	Implement the new Legal Services Case Management System	Legal Services Business Manager	1/12/18	IKEN completed.
9	Plan for major power outage in the District	Prepare a plan for dealing with this type of emergency	Well-being/ Community Safety Manager	31/10/19	This is being investigated and a plan is to be produced by 31/10/19
10	Contract for the production of the Horsham Pantomime	Review of the arrangements for the Horsham Pantomime to ensure financial probity, value for money and transparency.	Head of Community Services	30/11/18	Completed
11	Software and technology support contracts	Review all software and technology support contracts ensuring their value for money and fitness for purpose	Head of Technology Services	31/12/18	The software and technology support contracts are continuously reviewed. Ongoing process
12	Access to HR records in a civil emergency, disaster recovery of HR and budgetary control of salaries information	Implementation of the HR module of Technology One (Cloud based finance system)	Head of HR and OD	01/04/19	On target for Live HR system
13	Mandatory governance training courses	Ensure all mandated governance courses are complete by the deadlines	Heads of Service	31/3/19	On target. Heads of Service will ensure all courses are completed by 31/3/19.
14	Improve disaster recovery and reliability of email systems	Roll out of office 365	Head of Technology Services	31/12/18	Completed