

APPENDIX E: ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN FOR 2019/20
Revised 21/05/19 (AGG Meeting)

| No. | Area for Improvement | Actions | Responsible Officer | Target Date |
|------------|---|--|--------------------------------------|----------------------|
| 1 | S151 and Monitoring Officer sign off of decision reports (JE) | Roll out of tracking and sign off through Modern.gov | Democratic Services Manager | 31/03/20 |
| 2 | Revenues and Benefits disaster recovery (JE) | Move of all Horsham and Mid Sussex based revenues and benefits systems to Milton Keynes Council | Head of Revenues and Benefits (LGSS) | 30/06/19 |
| 3 | Plan for major power outage in the District (JE) | Prepare a plan for dealing with this type of emergency | Well-being/ Community Safety Manager | 31/10/19 |
| 4 | Mandatory governance training courses (JE) | Ensure all mandated governance courses are completed by all staff. Extended to 31/05/19 for Legal and Elections officers by CE | Heads of Service | 31/05/19 |
| | | Identify the courses needed, annual refresh and implement a refresh programme | Head of HR & OD | 31/3/20 |
| 5 | Review Council Tax Reduction Scheme non-implementation in 2015 (JE) | Report on the causes of the Governance Framework issue reported and improvements to the Audit Committee | Director of Corporate Resources | 10/4/19 COMPLETED |
| 6 | Review of departmental GDPR compliance (Diane Lambert) | Quarterly meetings with GDPR/FOI reps. All Heads of Service to review and update their GDPR Assurance Checklist | All Heads of Service | 31/07/19 |