

**APPENDIX A:
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2019/20 – SIX MONTH REVIEW**

| No. | Area for Improvement | Actions | Responsible Officer | Target Date |
|-----|--|--|---|---|
| 1 | S151 and Monitoring Officer sign off of decision reports | Roll out of tracking and sign off through Modern.gov | Democratic Services Manager | 31/03/20 COMPLETED |
| 2 | 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) | 30/06/19 COMPLETED |
| 3 | 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 COMPLETED |
| 4 | Mandatory governance training courses | <p>Ensure all mandated governance courses are completed by all staff. <i>Extended to 31/05/19 for Legal and Elections officers by CE</i></p> <p>Identify the courses needed, annual refresh and implement a refresh programme, reminders to be issued 31/03/20</p> | <p>Heads of Service</p> <p>Head of HR & OD</p> | <p>31/05/19 COMPLETED</p> <p>31/05/20 IN PROGRESS</p> |
| 5 | Review Council Tax Reduction Scheme non-implementation in 2015 | Report on the causes of the Governance Framework issue reported and improvements to the Audit Committee | Director of Corporate Resources | 10/04/19 COMPLETED |
| 6 | Review of departmental GDPR compliance | <p>Quarterly meetings with GDPR/FOI reps.</p> <p>All Heads of Service to review and update their GDPR Assurance Checklist. Checklist to be circulated January 2020.</p> | <p>All Heads of Service</p> <p>All Heads of Service</p> | <p>31/05/19 COMPLETED</p> <p>31/03/20 IN PROGRESS</p> |