

APPENDIX A:

ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2020/21

No.	Area for Improvement	Actions	Responsible Officer	Target Date	Progress at 24 November 2020
1	Potential overlaps and conflicts between the Policy Development Advisory Groups and the Overview & Scrutiny Committee	Governance Committee to review the functions and make recommendations to Council for changes (if any)	Head of Legal & Democratic Services	31/3/21	The Review was commissioned by the Governance Committee at its October 2020 meeting and the research phase of the project is underway.
2	Mandatory governance training courses	Identify the courses needed, annual refresh and implement a refresh programme, reminders to be issued 31/03/20	Head of HR & OD	31/05/20	Complete
3	S151 and Monitoring Officer sign off for Cabinet decision reports on Modern.gov	Roll out of tracking and sign off through Modern.gov	Democratic Services Manager	31/3/20	Delayed by the Council's management restructure but training has been booked for the roll-out of this work during winter 2020/21.

