

**APPENDIX E:
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2021/22**

No.	Area for Improvement	Actions	Responsible Officer	Target Date
1	General officer compliance with good governance	Develop remote learning governance course for all office-based staff as part of the suite of annual courses. To include Heads of Service Assurance Statements.	Learning and Development Officer	30/9/21
2	Lack of understanding of good governance in local government by all manager and office-based staff in Parking & Waste, Health and Wellbeing, the Capitol and Parks & Countryside	Briefing for Heads of Service Briefing for all managers Visits to these services to by the Monitoring Officer and s151 Officer to explain the Council's processes and the importance of complying with them.	Monitoring Officer & S151 Officer	31/5/21 30/9/21 Within 3 months of the end of lockdown
3	Non-compliance with HR process and procedure by managers	Rewrite of HR processes and procedures as come out of lockdown and training for all managers in the new processes	Head of HR and OD	Within 6 months of the end of lockdown
4	Some performance indicators and key performance indicators are out of date for the current situation	Redraft of our performance indicators and key performance indicators for 2021/22	Head of Finance & Performance	31/5/21
5	Not yet clear how Councillor meetings and Councillor/officer meetings can be held after 7 May 2021.	New proposal for future of Councillor and Councillor/Officer meetings once new law received	Head of Legal & Democratic Services	31/5/21

6	S151 and Monitoring Officer sign off for Cabinet decision reports on Modern.gov (carried forward from 2020/21)	Roll out of tracking and sign off through Modern.gov	Head of Legal & Democratic Services	31/3/22
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