

ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2022/23

No.	Area for Improvement	Actions	Responsible Officer(s)	Target Date	Status Update
1	Officer governance understanding	Roll out of the e-learning course to all staff with regular access to a computer.	All Heads of Service	30/09/2022	Completed
2	S151 and Monitoring Officer sign off for Cabinet decision reports on Modern.gov (carried forward from 2021/22).	Roll out of tracking and sign off through Modern.gov operates effectively.	Head of Legal & Democratic Services	30/06/2022	Training of Democratic Services staff completed. Four separate training sessions for report writers programmed between 22 November and 12 December.
3	Governance arrangements at Horsham Museum	Implementation of the actions in the review of the Museum report.	Head of Culture and Leisure	31/03/2023	The action plan has been implemented.
4	The Council's management of bullying and harassment	<ul style="list-style-type: none"> • Development of an anti-bullying and harassment policy. • Working group to lead the implementation of this, led by three heads of service. • Manager's training on EDI (Equality, Diversity and Inclusion). 	<p>Head of HR & OD</p> <p>Head of Strategic Planning; Head of Leisure & Culture; and the Head of Economic Development.</p> <p>Head of HR & OD</p>	<p>30/09/2022</p> <p>31/12/2022</p>	<p>Target date extended.</p> <p>Relevant policies are currently being updated.</p> <p>Training & awareness is planned to take place at the Manager's Conference on 14th December. Details will then be disseminated to all staff.</p> <p>EDI workshop, aimed at heads of service, is</p>

					scheduled to take place on 29 th November.
5	Procurement understanding in Environmental Health and Licensing	Coaching support from the Procurement Manager.	Procurement Manager	30/09/2022 31/03/2023	Target date extended.