

**APPENDIX E:  
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2023/24**

No.	Area for Improvement	Actions	Responsible Officer	Target Date
1	Constitution involving approval of charity / not for profit reductions and discounts, as well as all decision thresholds.	Review of the Council's Constitution via Governance Committee and full Council.	Head of Legal and Democratic Services	31/12/2023
2	Earlier engagement with procurement across the Council, to improve the process and reduce the number of procurement exemptions.	Further training and Procurement advice.  Formal procurement sign-off built into the online exemption process.	Head of Procurement  Digital Communications Manager	30/09/2023  30/06/2023
3	New Procurement Regulations.	Review and revise framework as appropriate and provide training to officers.	Procurement Manager / Head of Legal and Democratic Services	31/03/2024
4	Roll out of tracking and sign-off of Cabinet decision reports through Modern.gov.	The new Modern.gov process will be embedded so that it operates effectively.	Head of Legal and Democratic Services	30/09/2023
5	The Council's management of bullying and harassment.	Dignity at Work will be embedded into the culture of the organisation.	Head of HR & OD; Head of Strategic Planning; Head of Leisure & Culture; and the Head of Economic Development	31/12/2023