

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	Completed later than target. Not yet fully embedded.
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). 	Head of HR & OD Head of Strategic Planning; Head of Leisure & Culture; and the Head of Economic Development. Head of HR & OD	31/12/2022	Relevant policies updated. Training & awareness took place at the Manager's Conference in December 2022. EDI workshops, aimed at Heads of Service took place in November 2022 and February 2023. A session for Cllrs was also held.
5	Procurement understanding in Environmental Health and Licensing	Coaching support from the Procurement Manager.	Procurement Manager	31/03/2023	Completed.