

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

No.	Area for Improvement	Actions	Responsible Officer	Target Date	Status update
1a	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	We now have a policy in place for these initiatives re car parking concessions, so this is complete.
1b	Wider review of the Constitution	Review of the Council's Constitution via Governance Committee and full Council.	Head of Legal and Democratic Services	31/12/2024	A Governance peer challenge is provisionally booked in during February 2024, which will help feed into the wider review of the constitution.
2	Earlier engagement with procurement across the Council, to improve the process and reduce the number of procurement exemptions.	<p>Further training and Procurement advice.</p> <p>Formal procurement sign-off built into the online exemption process.</p>	<p>Head of Procurement</p> <p>Digital Communications Manager</p>	<p>30/09/2023</p> <p>30/06/2023</p>	<p>Further training planned for early January 2024.</p> <p>This work is completed</p>

3	New Procurement Regulations.	Review and revise framework as appropriate and provide training to officers.	Procurement Manager / Head of Legal and Democratic Services	31/12/2024	Procurement Act delayed until October 2024. Training planned once contents of the Act have been confirmed and Bill has received Royal Assent.
4	Roll out of tracking and sign-off of Cabinet decision reports through Modern.gov. and report writing	The new Modern.gov process will be embedded so that it operates effectively.	Head of Legal and Democratic Services	29/02/2024	Should be complete by end of February following the Managers' Forum.  The CFO and MO will check that their comments have been included in reports once they are published online.
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	<p>The target date can only be a beginning of that process, as culture change is not achievable within 3 months.</p> <p>We have launched a <u>Dignity at Work policy</u> and have well established Grievance and Disciplinary processes, plus a 'Whistleblowing' procedure. The policy is also supported by a related new Equality-and-Inclusion-Policy-and-Procedure. Training for managers on equality issues has been delivered and is on-going. There are generic B&amp;H learning packages on the council's Learning Stream, and we are exploring how that can support a better understanding of our policies and what is expected of all employees. Such training should be mandatory and be supplemented through newsletter style communications and team briefings, to start before the target date and this item can then be reported as completed at that stage.</p> <p>Fully embedding such a policy into our culture is difficult to measure and to put an end date. However, the council has not had a single bullying and harassment claim for several years and therefore it seems that Dignity at Work</p>

					already has a broad acceptance and adherence within the workforce.
6	Raise awareness, enhance understanding, and ensure compliance with PSED (Public Sector Equality Duty).	Enhancing understanding of and providing training in relation to the organisation's public sector equality duty to ensure general compliance	All Heads of Service	31/06/2024	An Equality Impact Assessment workshop was held on 1 November 2023 to raise awareness to Heads of Service and key report writers and budget holders. Further training will be held in 2024.