

**APPENDIX D:  
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	Completed.
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 was undertaken in February 2024, which will help feed into the wider review of the constitution. Ongoing into 2024/25.
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	Completed.  Completed.

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. Ongoing into 2024/25.
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	Completed.
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	Completed.
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. Ongoing into 2024/25.