

**APPENDIX D:
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2019/20**

No.	Area for Improvement	Actions	Responsible Officer	Status Update
1	S151 and Monitoring Officer sign off for Cabinet decision reports on Modern.gov	Roll out of tracking and sign off through Modern.gov	Democratic Services Manager	31/03/20 IN PROGRESS
2	Revenues and Benefits disaster recovery	Move of all Horsham and Mid Sussex based revenues and benefits systems to Milton Keynes Council	Head of Revenues and Benefits (LGSS)	30/06/19 COMPLETED
3	Plan for major power outage in the District	Prepare a plan for dealing with this type of emergency.	Well-being/ Community Safety Manager	31/10/19 COMPLETED
4	Mandatory governance training courses	<p>Ensure all mandated governance courses are completed by all staff. <i>Extended to 31/05/19 for Legal and Elections officers by CE</i></p> <p>Identify the courses needed, annual refresh and implement a refresh programme, reminders to be issued 31/03/20</p>	<p>All Heads of Service</p> <p>Head of HR & OD</p>	<p>31/05/19 COMPLETED</p> <p>31/05/20 ON SCHEDULE</p>
5	Review Council Tax Reduction Scheme non-implementation in 2015	Report on the causes of the Governance Framework issue reported and improvements to the Audit Committee	Director of Corporate Resources	10/04/19 COMPLETED
6	Review of departmental GDPR compliance	<p>Quarterly meetings with GDPR/FOI reps.</p> <p>All Heads of Service to review and update their GDPR Assurance Checklist. Checklist to be circulated January 2020.</p>	<p>All Heads of Service</p> <p>All Heads of Service</p>	<p>31/05/19 COMPLETED</p> <p>31/03/20 COMPLETED</p>