

**APPENDIX E:  
ANNUAL GOVERNANCE STATEMENT ~ ACTION PLAN 2020/21**

<b>No.</b>	<b>Area for Improvement</b>	<b>Actions</b>	<b>Responsible Officer</b>	<b>Target Date</b>
1	Potential overlaps and conflicts between the Policy Development Advisory Groups and the Overview & Scrutiny Committee	Governance Committee to review the functions and make recommendations to Council for changes (if any)	Head of Legal & Democratic Services	31/03/21
2	Mandatory governance training courses	Identify the courses needed, annual refresh and implement a refresh programme, reminders to be issued 31/03/20	Head of HR & OD	31/05/20 COMPLETED
3	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	IN PROGRESS