

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

No.	Area for Improvement	Actions	Responsible Officer	Outcome
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	Review reported to Governance Committee in March 2020, no changes.
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	Training 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	Not delivered due to the Democratic Services Manager leaving the organisation in July 2020.