

## Appendix A – 2014/15 Annual Governance Statement Action Plan

No.	Links to Council's vision	Governance framework that identified issue	Commentary on significant AGS issue	Action plan	Responsibility
1	All	Internal Audit and Management Assurance Statement	<p><u>Hertsmere Leisure Trust Contract – Pension Costs</u></p> <p>The Council is in the final negotiation stage with Hertsmere Leisure Trust (HLT) for the provision of the Leisure Service contract and this has not yet been formally signed. The previous contract with HLT expired at the end of January 2012, and the respective parties have been operating under a signed letter of intent since February 2012. The signing of the contract was delayed due to on-going negotiations.</p>	1) Negotiations between the Council and Hertsmere Leisure Trust have concluded and the contract is expected to be signed by 31 July 2015.	Director of Resources and Chief Executive
2	All	Management Assurance Statement	<p><u>Elstree Studios</u></p> <p>The Council has already made a significant investment in the Elstree Studios and derives a healthy rate of return on this investment.</p> <p>An Investment Strategy is being</p>	1) The EFS Governance Review and EFS: Future Strategy Options are due to be considered and approved by the Executive by 31 December 2015.	Chief Executive

No.	Links to Council's vision	Governance framework that identified issue	Commentary on significant AGS issue	Action plan	Responsibility
			prepared for further development of the Studios site, however as with any investment, there are risks attached to the level of future returns and repayment of loans.		
3	All	Internal Audit and Management Assurance Statement	<p><u>Council Policies</u></p> <p>A number of Council policies and procedures had not been updated for some time and there was no evidence of recent, formal review to establish if updates were required. Some examples of the relevant policies and their last review dates were as follows:</p> <ul style="list-style-type: none"> <li>a) Whistleblowing policy – 2010</li> <li>b) Financial Regulations – 2004</li> <li>c) Local Code of Governance – 2008</li> <li>d) Management Structure – 2007</li> </ul> <p>This carried the risk that policies and procedures may be out-of-date and no longer fit for purpose or in compliance with good practice. As a</p>	<ol style="list-style-type: none"> <li>1) Policy owners have been instructed to review relevant policies and to update these as necessary.</li> <li>2) Senior Management Team will monitor the policy updates.</li> <li>3) Governance Group and Audit Committee will monitor implementation of the related audit recommendations.</li> </ol>	Senior Management Team members in their capacity as policy owners

No.	Links to Council's vision	Governance framework that identified issue	Commentary on significant AGS issue	Action plan	Responsibility
			<p>result, actions may be taken that do not accord with recent legislation, guidance or financial probity or value for money principles.</p> <p>This has been carried forward from the 2013/14 Annual Governance Statement Action Plan, and two policies listed in the prior year have now been updated.</p>		
4	All	Management Assurance Statement	<p><u>Business Continuity</u></p> <p>Services have not participated in a business continuity exercise within the past four years as the last exercise was held in 2010/11.</p> <p>This has been carried forward from the 2013/14 Annual Governance Statement Action Plan and has been dependent on implementation of new disaster recovery solutions.</p>	<p>1) Business Continuity Plans will be reviewed ahead of participation in a business continuity exercise.</p> <p>2) Conduct of a business continuity exercise can now be planned as off-site disaster recovery and back-up arrangements with the Borough of Broxbourne have been established.</p>	Director of Environment with Chief Environmental Health Officer to co-ordinate with Heads of Service and Senior Managers