

Senior Management Assurance Statement

It is essential that there is an effective framework in place to give sufficient and reliable assurance on the Council's stewardship and the management of the major risks to deliver an improved, cost-effective public service.

This statement is given in respect of the Council's Statement of Accounts for 2013/14.

I acknowledge my responsibility in maintaining and operating my Service in accordance with the Council's procedures and practices that uphold the internal control and assurance framework. The information provided in this statement is given to the best of my knowledge in connection with the functions for which I have been responsible during the financial year 2013/14, in respect of the internal control environment:

		Yes	No	Partly
1	The areas for which I am responsible make every effort to contribute to the mitigating actions contained within the Corporate Risk Register			
If Partly or No, please comment				

2	I am satisfied with the risk management arrangements within my Service in that risks have been identified, assessed and the controls in place to manage the risks have been operating effectively throughout the period under review.			
If Partly or No, please comment				

3	Staff within my Service involved with financial matters and contracts are familiar with and comply with Financial Procedure Rules and Contract Procedure Rules Management are fully aware of their responsibilities when authorising transactions and will be held accountable for their actions.			
If Partly or No, please comment				

APPENDIX 2

		Yes	No	Partly
4	The operations of the key controls within my Service are monitored on a regular basis to ensure risk is mitigated where possible and key controls within core business are maintained.			
If Partly or No, please comment				

5	Any new system developments take account of the associated risks and internal controls as a key element of the implementation of the new system.			
If Partly or No, please comment				

6	I maintain adequate and up to date processes for staff to follow within my Service and staff are aware of Health & Safety policies, HR policies and the Local Code of Corporate Governance.			
If Partly or No, please comment				

7	All Audit Reports received from External and Internal Audit are considered in a timely manner. Management actively monitors and ensures action is taken to implement agreed recommendations to enhance the internal control environment.			
If Partly or No, please comment				

APPENDIX 2

		Yes	No	Partly
8	Due consideration has been given to the risks and the need to protect basic financial controls when proposing savings and any consequential restructuring.			
If Partly or No, please comment				

9	All suspected cases of fraud or financial impropriety are referred promptly to the Fraud Manager. Investigations are undertaken in a robust manner, with sanctions consistently applied, that recognise the seriousness of the matter under investigation. All staff are aware of the Council's whistle blowing policy.			
If Partly or No, please comment				

10	Appropriate consideration of the risks associated with any partnership or collaborative activity have been determined before any agreement has been entered into by the Council.			
If Partly or No, please comment				

11	All projects follow the Council's Project Management Framework process, reducing the Council's risk profile by having a clear scope, delivering within the constraints of time, cost and quality, enabling proactive assessment and management of risk.			
If Partly or No, please comment				

Significant Issues

The following are recognised as significant issues which have occurred in 2013/14 and which may be considered appropriate for inclusion in the Council's Annual Governance Statement 2013/14.

Significant Issue	Action implemented/Proposed

Alternatively,

No significant issues identified

Please tick if appropriate

With the exception of the above, I am satisfied that the system of internal control in place within my Service is sufficient to manage the identified risks to an acceptable level.

Signed by	
Position	
Date	

Please return this certified statement, either in electronic format or hard copy to Alan Power, Head of Finance by Friday 28th March 2014