

# MANAGERS' ASSURANCE STATEMENT

**DEPT:**

Ref	Governance Responsibility	No Concerns	Minor Concerns	Some Concerns	Substantial Concerns	Major Concerns	Explanation of concerns  Action Plan
1.	<p><b>Services are planned and managed to implement the priorities of Eastbourne Borough Council.</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Service plan aligned to the Council's priorities</li> <li>• Plans in place to monitor the quality of service to users and seek continuous improvements</li> <li>• Making best use of resources to ensure excellent service and value for money is achieved</li> <li>• Dealing effectively with any failures in service delivery.</li> </ul>						
2.	<p><b>There are good working relationships with Members and officers responsibilities are clearly defined.</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Statutory Officers have clearly defined scope and status to fulfil their roles</li> <li>• Delegated powers are clearly defined and understood</li> <li>• Member/officer protocol operates effectively in practice</li> <li>• Partnership governance arrangements are clearly defined and appropriate</li> </ul>						

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3.	<p><b>The values of good governance are demonstrated and high standards of conduct and behaviour.</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Effective communication to all staff of the code of conduct, standing orders, Financial Procedure Rules, Contract Procedure Rules and Anti Fraud and Corruption Policy</li> <li>• Effective performance management of staff and regular appraisals</li> <li>• The Council's values are understood and promoted</li> </ul>						
4.	<p><b>Management decision making and advice to Members are well founded and involve consideration of professional advice and identified risks.</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Effective arrangements to ensure data quality (complete, accurate, timely and secure)</li> <li>• The internal control framework operates effectively</li> <li>• Professional advice is obtained where appropriate and is recorded</li> <li>• Risk management operates effectively in strategic, project and operational</li> </ul>						

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	areas <ul style="list-style-type: none"> <li>• Decisions made are in accordance with delegated powers and the Council's constitution</li> <li>• Arrangements are in place to obtain assurance on the management of key risks</li> </ul>						
5.	<p><b>The capacity and capability of officers has been developed to ensure effective performance.</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Training and development of staff</li> <li>• Workforce planning to ensure there are adequate staffing levels</li> <li>• Statutory officers have sufficient resources to fulfil their role</li> </ul>						
6.	<p><b>Robust public accountability is ensured by engaging with local people and stakeholders</b></p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> <li>• Arrangements to communicate with relevant sections of the community</li> <li>• Undertaking effective consultation with public and other stakeholders</li> <li>• Consultation with staff and engagement in decision making is undertaken</li> </ul>						

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7.	<b>Adequate processes have been put in place for the safeguarding of children and vulnerable adults.</b>						
8.	<b>Adequate action has been taken to ensure compliance with the requirements of the Bribery Act.</b>  Demonstrated through: <ul style="list-style-type: none"> <li>• Proportionate procedures have been put in place to prevent bribery</li> <li>• The risks of bribery have been assessed and added to the departmental risk register</li> <li>• Procedures and risks are regularly monitored and reviewed.</li> </ul>						
		<b>Yes</b>	<b>No</b>	<b>Considered but not used</b>			
9.	<b>Have you had reason for using/considering using surveillance which would fall under RIPA?</b>						
10.	<b>Have you used or considered using covert surveillance either under RIPA or outside it?</b>						
		<b>Yes</b>	<b>No</b>	<b>If yes, please give details</b>			
11.	<b>Are you aware of any frauds over £10k that have not already been informed to the Internal Audit section.</b>						
12.	<b>Has any external review been</b>						

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	carried out?						