

**APPENDIX 3 – Managers’ Assurance Statement and Governance Statement for the Corporate Management Team.**

<b>Governance Responsibility</b>	<b>Demonstrated by:</b>
Services are planned and managed to implement the priorities of Eastbourne Borough Council.	<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>
There are good working relationships with Members and officers responsibilities are clearly defined.	<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>
The values of good governance are demonstrated and high standards of conduct and behaviour.	<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>
Management decision making and advice to Members are well founded and involve consideration of professional advice and identified risks.	<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 areas</li> <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>

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The capacity and capability of officers has been developed to ensure effective performance.	<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>
Robust public accountability is ensured by engaging with local people and stakeholders	<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>
Adequate processes have been put in place for the safeguarding of children and vulnerable adults.	
Adequate action has been taken to ensure compliance with the requirements of the Bribery Act.	<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>
Are you satisfied that documents are held and disposed of in accordance with data protection requirements and the Councils' Retention and Disposal Schedule?	
Has any external review been carried out in your department?	
Have you had reason for using/considering using surveillance which would fall under RIPA?	
Have you used or considered using covert/directed surveillance either under RIPA or outside it?	
Are you aware of any frauds over £10k that have not already been informed to the Internal Audit section.	

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#### **SIGNIFICANT GOVERNANCE ISSUES 2018/19**

The Managers’ Assurance Statement will help you consider whether there are any significant governance issues which have occurred in 2017/18 and which may be considered appropriate for inclusion in the Council’s Annual Governance Statement. Please identify any Significant Governance Issues.

Guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA) indicates that a single definition of a significant governance issue is not possible. Officers will need to exercise judgement in deciding whether or not a particular issue should be regarded as falling into this category. Factors which may be helpful in exercising this judgement include:

- The issue has seriously prejudiced or prevented achievement of a principal objective.
- The issue has resulted in a need to seek significant additional funding to allow it to be resolved, or has resulted in significant diversion of resources from another aspect of the Council.
- The issue has led to a material impact on the accounts.
- The Audit and Standards/Governance Committee has advised it should be considered significant for this purpose.
- The Head of Audit and Counter Fraud has reported on it as significant for this purpose in the annual opinion on the internal control environment.
- The issue, or its impact, has attracted significant public interest or has seriously damaged the reputation of the Council.
- The issue has resulted in formal action being undertaken by the Section 151 Officer and/ or Monitoring Officer.

Can I ask that you also complete the following statements for Lewes District Council and Eastbourne Borough Council separately.

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**LEWES DISTRICT COUNCIL**

There ARE/ ARE NO (delete as appropriate) significant governance issues which I consider require reporting in the Lewes District Council Annual Governance Statement for 2018/19.

<b>Significant Governance issue</b>	<b>Action required/ proposed</b>

**EASTBOURNE BOROUGH COUNCIL**

There ARE/ ARE NO (delete as appropriate) significant governance issues which I consider require reporting in the Eastbourne Borough Council Annual Governance Statement for 2018/19.

<b>Significant Governance issue</b>	<b>Action required/ proposed</b>

Any Significant Governance Issues or other concerns you have raised in the Management Assurance Statement will be considered by Corporate Management Team as a whole as to whether they are included in the Annual Governance Statement.