

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

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

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

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