

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

| Governance Responsibility | Demonstrated by: |
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| <p>Services are planned and managed to implement the priorities of Lewes District Council.</p> | <ul style="list-style-type: none"> • Service plan aligned to the Council’s priorities • Plans in place to monitor the quality of service to users and seek continuous improvements • Making best use of resources to ensure excellent service and value for money is achieved • Dealing effectively with any failures in service delivery. |
| <p>There are good working relationships with Members’ and officers’ responsibilities clearly defined.</p> | <ul style="list-style-type: none"> • Statutory Officers have clearly defined scope and status to fulfil their roles • Delegated powers are clearly defined and understood • Member/officer protocol operates effectively in practice • Partnership governance arrangements are clearly defined and appropriate |
| <p>The values of good governance are demonstrated and high standards of conduct and behaviour.</p> | <ul style="list-style-type: none"> • Effective communication to all staff of the code of conduct, standing orders, Financial Procedure Rules, Contract Procedure Rules and Anti-Fraud and Corruption Policy • Effective performance management of staff and regular appraisals • The Council’s values are understood and promoted |
| <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"> • Effective arrangements to ensure data quality (complete, accurate, timely and secure) • The internal control framework operates effectively • Professional advice is obtained where appropriate and is recorded • Risk management operates effectively in strategic, project and operational areas |

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| | <ul style="list-style-type: none"> • Decisions made are in accordance with delegated powers and the Council’s constitution • Arrangements are in place to obtain assurance on the management of key risks |
| The capacity and capability of officers has been developed to ensure effective performance. | <ul style="list-style-type: none"> • Training and development of staff • Workforce planning to ensure there are adequate staffing levels • Statutory officers have sufficient resources to fulfil their role |
| Robust public accountability is ensured by engaging with local people and stakeholders | <ul style="list-style-type: none"> • Arrangements to communicate with relevant sections of the community • Undertaking effective consultation with public and other stakeholders • Consultation with staff and engagement in decision making is undertaken |
| 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"> • Proportionate procedures have been put in place to prevent bribery • The risks of bribery have been assessed and added to the departmental risk register • Procedures and risks are regularly monitored and reviewed. |
| 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? | |

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| Are you aware of any frauds over £10k that have not already been informed to the Internal Audit section. | |
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