

MANAGERS' ASSURANCE STATEMENT

DEPT:

| Ref | Governance Responsibility | No Concerns | Minor Concerns | Some Concerns | Substantial Concerns | Major Concerns | Explanation of concerns Action Plan |
|-----|---|-------------|----------------|---------------|----------------------|----------------|--|
| 1. | <p>Services are planned and managed to implement the priorities of Eastbourne Borough Council.</p> <p>Demonstrated through:</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. | | | | | | |
| 2. | <p>There are good working relationships with Members and officers responsibilities are clearly defined.</p> <p>Demonstrated through:</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 | | | | | | |

MANAGERS' ASSURANCE STATEMENT

DEPT:

| Ref | Governance Responsibility | No Concerns | Minor Concerns | Some Concerns | Substantial Concerns | Major Concerns | Explanation of concerns Action Plan |
|-----|---|-------------|----------------|---------------|----------------------|----------------|--|
| 3. | <p>The values of good governance are demonstrated and high standards of conduct and behaviour.</p> <p>Demonstrated through:</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 | | | | | | |
| 4. | <p>Management decision making and advice to Members are well founded and involve consideration of professional advice and identified risks.</p> <p>Demonstrated through:</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 | | | | | | |

MANAGERS' ASSURANCE STATEMENT

DEPT:

| Ref | Governance Responsibility | No Concerns | Minor Concerns | Some Concerns | Substantial Concerns | Major Concerns | Explanation of concerns Action Plan |
|-----|---|-------------|----------------|---------------|----------------------|----------------|--|
| | areas <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 | | | | | | |
| 5. | <p>The capacity and capability of officers has been developed to ensure effective performance.</p> <p>Demonstrated through:</p> <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 | | | | | | |
| 6. | <p>Robust public accountability is ensured by engaging with local people and stakeholders</p> <p>Demonstrated through:</p> <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 | | | | | | |

MANAGERS' ASSURANCE STATEMENT

DEPT:

| Ref | Governance Responsibility | No Concerns | Minor Concerns | Some Concerns | Substantial Concerns | Major Concerns | Explanation of concerns Action Plan |
|-----|---|-------------|----------------|------------------------------------|----------------------|----------------|--|
| 7. | Adequate processes have been put in place for the safeguarding of children and vulnerable adults. | | | | | | |
| 8. | Adequate action has been taken to ensure compliance with the requirements of the Bribery Act. Demonstrated through: <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. | | | | | | |
| | | Yes | No | Considered but not used | | | |
| 9. | Have you had reason for using/considering using surveillance which would fall under RIPA? | | | | | | |
| 10. | Have you used or considered using covert/directed surveillance either under RIPA or outside it? | | | | | | |
| | | Yes | No | If yes, please give details | | | |
| 11. | Are you aware of any frauds over £10k that have not already been informed to the Internal Audit section. | | | | | | |

MANAGERS' ASSURANCE STATEMENT

DEPT:

| Ref | Governance Responsibility | No Concerns | Minor Concerns | Some Concerns | Substantial Concerns | Major Concerns | Explanation of concerns Action Plan |
|-----|--|-------------|----------------|---------------|----------------------|----------------|--|
| 12. | Has any external review been carried out? | | | | | | |
| 13. | Are you satisfied that adequate progress is being made to implement the requirements of the General Data Protection Regulations in time for the May 18 deadline? | | | | | | |