

## **Chief Executive Assurance Statement 2014-15**

In accordance with regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the preparation of an Annual Governance Statement, Gravesham Borough Council is required to conduct a review at least once a year of the effectiveness of its governance arrangements, including its system of internal control and arrangements for risk management.

To facilitate this, all senior managers are required to complete and certify a self assessment questionnaire on at least an annual basis. This questionnaire acknowledges the responsibility of the manager in disseminating corporate messages and monitoring practices that uphold the council's governance framework within their Directorate or service area.

The governance framework is defined as

*“The systems and processes, and cultures and values by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities.”*

Delivering Good Governance in Local Government – Framework, CIPFA, 2007

The assurance statements provided by the council's Management Team (Directors, Chief Financial Officer and Monitoring Officer) will be used together with other assurance sources (e.g. other senior management assurance statements, internal and external audit opinions) to develop the 2014-15 Annual Governance Statement for Gravesham Borough Council.

In completing this exercise, it is acknowledged that the governance framework and system of internal control can provide only reasonable and not absolute assurance that assets are safeguarded, transactions are authorised and properly recorded and that material errors or irregularities are either prevented or will be detected within a timely period.

### **Statement from the Chief Executive**

This statement is given in respect of the governance framework in place within my authority during the 2014-15 financial year.

I acknowledge my responsibility in ensuring that council policies and procedures are followed and that proper systems of governance and internal control are maintained within the services areas of my directorate. This responsibility incorporates the requirement to monitor and review the operation of these systems as part of the council's risk management processes.

The information provided in the following sections of the document is given to the best of my knowledge in connection with the service areas for which I have responsibility. Where I am unable to confirm all, some or any of the following, I have provided details in the column headed 'Exceptions'.

Officer completing this statement: David Hughes  
Date completed: 31 March 2015

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Reference	Area of Responsibility	Confirmed (Yes/No)	Evidence Source	Exceptions
<b>1</b>	<b>Policies, Objectives and Plans</b>			
1.1	I can confirm that the council has worked towards delivery of the objectives set out within the <i>Corporate Business Plan 2011-15 – Connecting with the Community (Mid-term Review)</i>	Yes	<i>Performance reports, publications of performance information</i> GBC Website – <a href="http://www.gravesham.gov.uk/services/council-and-democracy/strategic-policy/corporate-plan-mid-term-review-2014">http://www.gravesham.gov.uk/services/council-and-democracy/strategic-policy/corporate-plan-mid-term-review-2014</a>	
1.2	I can confirm that all Directors have ensured business plans are prepared for their directorates which set out how each service contributes to the achievement of the council's corporate objectives <u>and</u> the risks associated	Yes	<i>Business Plan (including the service risk register)</i>	
<b>2</b>	<b>Compliance</b>			
2.1	I can confirm that all Directors conduct their business in line with the Constitution of Gravesham Borough Council which sets out the basic rules governing the council's business.	Yes	<i>Constitution held in main office areas.</i> Access via <a href="http://www.gravesham.gov.uk/services/council-and-democracy/council-budgets-and-spending/transparency-in-local-government/constitution">http://www.gravesham.gov.uk/services/council-and-democracy/council-budgets-and-spending/transparency-in-local-government/constitution</a>	
2.2	I can confirm that all Directors conduct their business in line with the HR policies of the council, among other things, the employee code of conduct and council policies.	Yes	<i>NETConsent Policy library</i>	

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2.3	I can confirm that all Directors conduct their business in line with the council's Anti-Fraud and Corruption Strategy.	Yes	<i>Anti-fraud and corruption strategy:</i> <a href="http://www.gravesham.gov.uk/services/advice-and-benefits/fraud">http://www.gravesham.gov.uk/services/advice-and-benefits/fraud</a>	
2.4	I can confirm that all Directors are aware of, and have access to, the council's Whistleblowing Policy.	Yes	<i>Whistleblowing Policy:</i> <a href="http://www.gravesham.gov.uk/services/advice-and-benefits/fraud">http://www.gravesham.gov.uk/services/advice-and-benefits/fraud</a>	
2.5	I can confirm that adequate arrangements are in place to ensure that Directors are aware of legislative and other requirements (including accounting and professional standards).	Yes	<i>Management Team Minutes Circulation Lists Policy briefings and updates</i>	
2.6	I can confirm that all Directors are aware of, and have access to the council's Data Protection Legal Responsibilities Policy	Yes	<i>Access via:</i> <a href="http://www.gravesham.gov.uk/services/council-and-democracy/data-protection-and-freedom-of-information/data-protection-act">http://www.gravesham.gov.uk/services/council-and-democracy/data-protection-and-freedom-of-information/data-protection-act</a>	
2.7	I can confirm that all Directors consider new partnership arrangements in line with the council's Partnership Framework.	Yes	<i>Partnership Working Framework</i>	
2.8	I can confirm that all Directors exercise good governance in all significant partnerships they are involved in.	Yes	<i>Minutes of meetings, Terms of Reference, Financial reports, Performance monitoring</i>	
2.9	I can confirm that all Directors consider new shared/joint-working initiatives arrangements in line with the council's Shared Services Toolkit.	Yes	<i>Shared Services Toolkit, Business Cases, committee reports</i>	

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<b>Reference</b>	<b>Area of Responsibility</b>	<b>Confirmed (Yes/No)</b>	<b>Evidence Source</b>	<b>Exceptions</b>
<b>3</b>	<b>Management Structures and Staffing</b>			
3.1	I can confirm that all Directors have clearly defined job descriptions.	Yes	<i>Job Descriptions</i>	
3.2	I can confirm that all Directors are aware of their roles and responsibilities.	Yes	<i>Job Descriptions Delegation Scheme (in the Constitution) Appraisals</i>	
3.3	I can confirm that appraisals of all Directors/Service Managers are carried out at least annually to discuss performance and identify any training needs.	Yes	<i>Appraisal Records</i>	
<b>4</b>	<b>Governance</b>			
4.1	I can confirm that all decisions taken by the Management of the council are done so with consideration to any legal implications.	Yes	<i>Management Team minutes Constitution – procedure rules.</i>	
4.2	I can confirm that all decisions taken by the Management of the council are done so with consideration to any financial implications.	Yes	<i>Management Team minutes Constitution – procedure rules.</i>	
4.3	I can confirm that all decisions taken by the Management of the council are done so with due consideration to any associated risks.	Yes	<i>Management Team minutes</i>	