

**Assurance Statement 2013-14**

In accordance with regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the preparation of an Annual Governance Statement, Tonbridge & Malling 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, the Chief Executive, all Directors and the Chief Internal Auditor 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 will be used together with other assurance sources (e.g. internal and external audit opinions) to develop the 2013-14 Annual Governance Statement for Tonbridge & Malling 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**

This statement is given in respect of the governance framework in place within my authority during the 2013-14 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:

Date completed:

**Chief Executive Assurance Statement 2013-14**

<b>Reference</b>	<b>Area of Responsibility</b>	<b>Confirmed (Yes/No)</b>	<b>Evidence Source</b>	<b>Exceptions</b>
<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 Corporate Performance Plan 2012/15	Yes/No	<i>Performance reports, publications of performance information Council's website</i>	
1.2	I can confirm that all Directors have ensured service 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/No	<i>Service Plan / 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 Tonbridge & Malling Borough Council which sets out the basic rules governing the council's business.	Yes/No	<i>Constitution available on Council website</i>	
2.2	I can confirm that all Directors conduct their business in line with the Personnel Reference Manual of Tonbridge & Malling Borough Council which sets out, among other things, the employee code of conduct and council policies.	Yes/No		
2.3	I can confirm that all Directors conduct their business in line with the council's Anti-Fraud and Corruption Strategy.	Yes/No	<i>Anti-fraud and corruption strategy</i>	
2.4	I can confirm that all Directors are aware of,	Yes/No	<i>(Whistleblowing Policy)</i>	

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	and have access to, the council's Confidential Reporting Code.			
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/No	<i>Management Team Minutes Circulation Lists</i>	
2.6	I can confirm that all Directors are aware of, and have access to the council's Data Protection Policy.	Yes/No		
2.7	I can confirm that all Directors consider new partnership arrangements following the council's Constitution.	Yes/No/NA		
2.8	I can confirm that all Directors exercise good governance in all partnerships they are involved in.	Yes/No	<i>Minutes of meetings, Terms of Reference, Financial reports, Performance monitoring</i>	
2.9	I can confirm that all Directors exercise good governance in all shared services/joint working arrangements.	Yes/No		
<b>3</b>	<b>Management Structures and Staffing</b>			
3.1	I can confirm that all Directors have clearly defined job descriptions.	Yes/No	<i>Job Descriptions</i>	
3.2	I can confirm that all Directors are aware of their roles and responsibilities.	Yes/No	<i>Job Descriptions Delegation Scheme (in the Constitution)</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>
3.3	I can confirm that the performance of all Directors is monitored and issues arising are dealt with appropriately.	Yes/No		
<b>4</b>	<b>Governance</b>			
4.1	I can confirm that all decision taken by the Management of the council are done so with consideration to any legal implications.	Yes/No	<i>Management Team minutes Constitution</i>	
4.2	I can confirm that all decision taken by the Management of the council are done so with consideration to any financial implications.	Yes/No	<i>Management Team minutes Constitution</i>	
4.3	I can confirm that all decision taken by the Management of the council are done so with due consideration to any associated risks.	Yes/No	<i>Management Team minutes</i>	