



# Saltash Town Council

Policy/Procedure:

**Annual Governance Statement 2020/21**

Date of Adoption:

**25.02.2020**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
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Date	Feb 2020	Date of approval	25.02.2020
Responsible Officer	Town Clerk/RFO	Minute reference	155/19/20d
Responsible Committee	P&F	Review date	Annual

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04.04.2019	2019/20	RL/ajt	Annual
Feb 2020	2020/21	Town Clerk	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by
		19/19/20		

Document Retention	
Document retention period	Until superseded

# **Annual Governance Statement 2020/21**

## **Scope of Responsibility**

Saltash Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness.

## **Purpose of the Governance Framework**

The governance framework in force during the year comprises the systems and processes, cultures and values by which the council is directed and controlled. It enables the council to:

- define the roles of Members and Officers so that each has clearly defined functions and roles;
- uphold high standards of conduct for Members, Officers and Staff;
- provide procedures to ensure effective scrutiny;
- provide a medium for communication with the public;
- meet all legal requirements including those as an employer;
- provide a System of Internal Control.

## **Purpose of the System of Internal Control**

The system of internal financial control can provide reasonable and not absolute assurance that assets are safeguarded, sales and purchases are properly recorded, that all transactions are authorised and correctly recorded and that any material errors or irregularities either are prevented or would be detected within a timely period.

The system of financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management, supervision and a policy of delegation and accountability. The system is reviewed regularly.

## **The Governance Framework**

Review, development and maintenance of the internal control system are undertaken by staff and members within the Council, internal audit and by the external auditors in the annual audit letter and other reports. In particular, the system includes:

- comprehensive budgeting and costing systems;
- circulation of regular financial reports which indicate actual expenditure against budget forecasts;
- clearly defined capital and revenue.

The Town Council has adopted a policy of submitting to the Policy and Finance Committee and Full Council a detailed report of the work of the internal auditor during the year.

### **Anti-Fraud & Corruption Strategy**

An Anti-Fraud and Corruption Strategy has been approved by Council, including in it the relevant provisions of the Public Interest Disclosure Act 1998.

### **Member and Employee Protocol**

This defines the responsibilities of the parties.

### **Protocol for Delegation of Financial Responsibility**

The Town Council regularly reviews and amends its approved Protocol for Delegation of Financial Responsibility detailing levels of financial responsibility.

### **Thresholds for Tenders and Quotations**

The Town Council has an agreed threshold for Quotations and Tenders within its Financial Standing Orders.

### **Risk Assessments**

An annual internal audit business risk assessment is conducted by the Chairman of the Policy and Finance Committee.

### **Processes/ICQs**

Written processes for all aspects of the Town Council's finance operations is in place.

### **Review of Effectiveness**

The Town Council has responsibility for conducting, at least annually, a review of the Governance Framework and the system of internal control. This review is carried out by the Chairman of Policy and Finance, Finance Officer and the Town Clerk.

### **Significant Governance Issues**

No significant Governance or internal control issues have been identified.

Appropriate action would be taken to ensure that any such matters were addressed, weaknesses eradicated and any systems revised.

**Approval of Statement**

This statement was reviewed/amended during the year and approved at a meeting of the Policy and Finance Committee held on 25<sup>th</sup> February 2020.

Signed.....

Chairman .....

Date.....