

# **CITY OF CARDIFF COUNCIL CYNGOR DINAS CAERDYDD**

**AUDIT COMMITTEE: 22 JUNE 2015**

---

## **SENIOR MANAGEMENT ASSURANCE STATEMENT SUMMARY 2014/15**

### **REPORT OF CORPORATE DIRECTOR RESOURCES**

**AGENDA ITEM: 6.3**

---

#### **Reason for Report**

1. At the Audit Committee meeting on the 23<sup>rd</sup> March, Members requested a summary of the returned Council's Senior Management Assurance Statements (SMASs) for the financial period 2014/15.

#### **Background**

2. For several years senior management have been asked to complete a Senior Management Assurance Statement (SMAS) which is produced and reviewed by the Audit & Risk Manager. The statement feeds into the Annual Governance Statement (AGS), which forms a part of the Council's Statement of Accounts.
3. Completion of the SMAS requires each Director to answer a number of questions with regards to the functions for which they have been responsible during the financial period. In addition, there is a requirement to declare if any significant governance issues have occurred during the period, which may merit inclusion in the Annual Governance Statement 2014/15.
4. The Audit Committee had an opportunity to input to the questions included in the SMASs used for this year's exercise.
5. At the end of the financial period, the Audit & Risk Manager met with Directors or their representatives, to discuss and challenge their responses to the questions contained within the Senior Management Assurance Statement. This exercise has proved beneficial.
6. The Audit & Risk Manager attended Senior Management Team on the 5<sup>th</sup> May 2015 to provide a summary outcome, and to discuss any significant issues submitted by Directors. Twelve issues were identified by Directors in their returned Statements and these were considered in turn, together with the significant issues identified at the end of 2013/14, included in last year's AGS. From this, those considered significant and strategic were included within the Annual Governance Statement, being considered as part of agenda item 7.2 at this meeting.
7. Ten SMASs were issued to Directors and all were returned. A summary of the outcome is attached at Appendix A.

## **Issues**

8. The purpose of the AGS, having regard to the Assurance Statements, is to provide a true reflection of the governance arrangements in place within the Council. Good governance ensures that as a Council we are open and transparent in our affairs and any areas which are of concern at a corporate level are highlighted in the statement with detail of how the issues will be managed.

## **Reason for Recommendation**

9. To inform the Audit Committee of the summary content of the returned Senior Management Assurance Statements, in order to inform the Annual Governance Statement 2014/15.

## **Legal Implications**

10. There are no direct legal implications arising from this report.

## **Financial Implications**

11. There are no direct financial implications arising from this report.

## **Recommendation**

12. The Audit Committee to note the summary of returned questionnaires.

**CHRISTINE SALTER**  
**CORPORATE DIRECTOR RESOURCES**  
June 2015

The following Appendix is attached:

**Appendix A** – Summary of Senior Management Assurance Statements 2014/15