

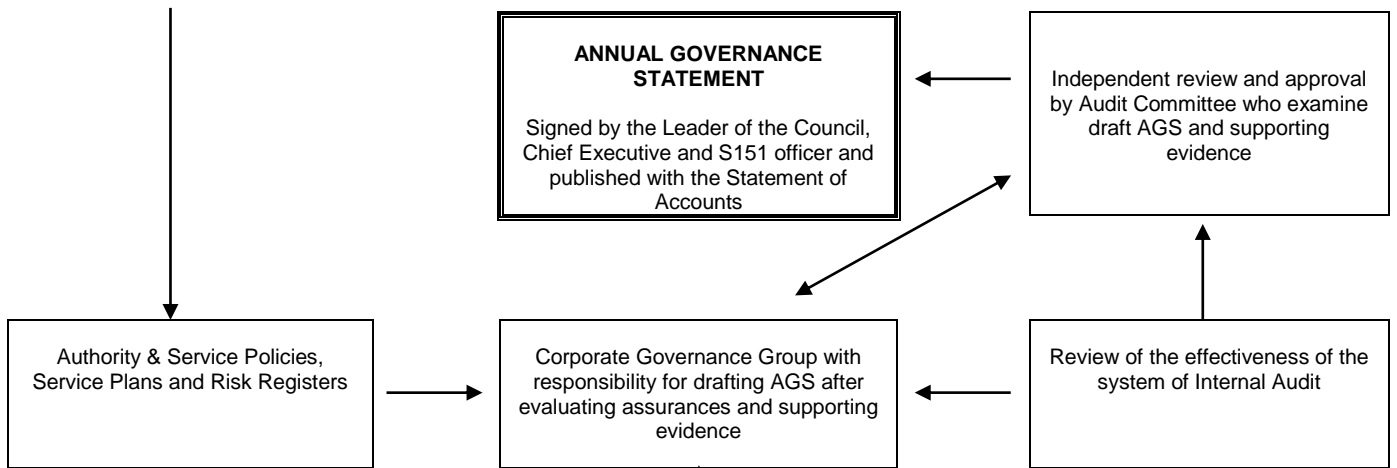


## Appendix A

### SSDC'S ANNUAL GOVERNANCE STATEMENT FRAMEWORK

#### Governance Framework – Key Documents/Functions

- Constitution
- Partnership Register
- Capital Strategy
- Council Plan Service Planning Framework
- Code of Conduct for Members
- Procurement Strategy
- Business Transformation Projects
- Members Induction & Training Programme
- Medium Term Financial Plan/Strategy
- Access Strategy
- Code of Conduct for Employees
- Treasury Management Strategy Statement, MRP Strategy, and Annual Investment Strategy
- Communication Strategy
- Officer and Member Protocols
- Annual Statement of Accounts
- Performance Management Framework
- Confidential Reporting Policy
- Financial Procedure Rules
- Schedule of Council Meetings
- Risk Management Strategy
- Procurement Procedure Rules
- Local Code of Corporate Governance
- Anti-Fraud & Corruption Policy
- Scheme of Delegation
- Record of Decisions
- Whistleblowing Policy
- Complaints Procedure
- Anti Money Laundering Policy
- Anti Bribery Policy
- Equalities Plan
- Project Management Methodology



Performance Management	Risk Management	Information Governance	Legal and Regulatory Assurance	Members' Assurance
<ul style="list-style-type: none"> <li>• Embedded system</li> <li>• Operates throughout the organisation</li> <li>• Internal and external reviews</li> <li>• Action orientated</li> <li>• Local PI's</li> <li>• Periodic progress reports</li> </ul>	<ul style="list-style-type: none"> <li>• Risk management strategy</li> <li>• Embedded in planning processes and project/partnership methodologies</li> <li>• Effectiveness evaluated</li> <li>• Outcomes reported to committee</li> <li>• Training programme</li> </ul>	<ul style="list-style-type: none"> <li>• Training programme</li> <li>• Outcomes reported to committee</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer's reports</li> <li>• Sections of committee reports</li> <li>• Legal advice</li> </ul>	<ul style="list-style-type: none"> <li>• Standards committee</li> <li>• Audit committee</li> <li>• Scrutiny function</li> </ul>
Assurances by Directors/ Heads of Service	Other Sources of Assurance (including third party)	Financial Management	Internal Audit	External Audit
<ul style="list-style-type: none"> <li>• Periodic reports</li> <li>• Statement of operational service internal control</li> </ul>	<ul style="list-style-type: none"> <li>• Reports by inspectors</li> <li>• Service review reports</li> <li>• Fraud reports and investigations</li> <li>• Ombudsman reports</li> <li>• Post implementation reviews of projects</li> </ul>	<ul style="list-style-type: none"> <li>• Medium Term Financial Plan</li> <li>• Revenue Budget and Capital Programme</li> <li>• Revenue and Capital Management reports</li> <li>• Treasury management</li> <li>• Statement of accounts</li> <li>• Compliance with codes of accounting practice</li> <li>• Statutory returns</li> <li>• Grant claims</li> </ul>	<ul style="list-style-type: none"> <li>• Operates under approved terms of reference</li> <li>• Approved risk-based plans</li> <li>• Periodic and annual reports to Audit Committee, Group Auditor Opinion</li> <li>• PSIAS code compliance assessment</li> <li>• Has an active Quality Assurance and Improvement Programme in place</li> <li>• Operates under an Internal Audit Charter</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Plan</li> <li>• Annual Governance Report</li> <li>• Audit Letter</li> <li>• Audit Opinion and VFM conclusion</li> </ul>

Ongoing assurance on adequacy and effectiveness of control over key risks