

Assurance Statement of Internal Control– Clerk (Monitoring Officer)

As Clerk (Monitoring Officer) to the Authority I have the following personal responsibilities –

- (a) to report to the Authority in any case where he is of the opinion that any proposal or decision would give rise to any illegality, maladministration or breach of statutory code under Sections 5 and 5(a) of the Local Government and Housing Act 1989: such matters to be referred to as ‘reportable incidents’;
- (b) to investigate any matters relating to possible reportable incidents;
- (c) to act as or nominate a Principal Adviser to the Standards Committee.
- (d) to maintain the register of Members’ Interests;
- (e) to ensure the preparation, publication and retention of records of decisions taken by or on behalf of the Authority;
- (f) to deal with Ombudsman complaints;
- (g) to deal with any complaints of a breach of the Authority’s Code of Conduct;

In discharging these responsibilities I have responsibility for ensuring a sound system of internal control. The system of control in place is designed to manage risk to a reasonable level rather than to eliminate all risk of failure, it can therefore only provide reasonable and not absolute assurance of effectiveness, recognising that the cost of control procedures should not exceed the expected benefits.


The system of control in place includes –

- A formal consultation process on all Authority reports to ensure the legality of proposals and decisions.
- Provision of advice at all meetings of the Authority.
- Consideration and implementation of new legislation through a formal process that involves the issue of guidance notes and training where relevant
- A formal system for recording and monitoring the progress of Ombudsman cases, with an annual report to members.
- A standards committee with responsibility for promoting high standards of conduct for Members
- Registers of gifts, hospitality and interests for both staff and Members which are reviewed on an annual basis

Assurance on the effectiveness of controls has been provided by regular management reporting and the work of internal audit.

I have considered the guidance issued by CIPFA on the Statement of Internal Control and confirm that in relation to my role as Clerk (Monitoring officer) there have been no significant internal control issues during the financial year 2015/16 that have resulted in -

- (a) a need to take formal action in my role as Clerk (Monitoring Officer)
- (b) significant public interest and damage to the reputation of the Authority
- (c) an inability to meet the Authority's objectives

Signature 

Date..... 7/6/16

Caroline Lacey
Deputy Clerk to North Eastern Inshore Fisheries and Conservation Authority