

Report of	Meeting	Date
Head of Shared Assurance Services	Audit Committee	18 March 2010

ASSURANCE STRATEGY 2010-11

PURPOSE OF REPORT

- 1 The report explains the content of the Assurance Strategy which sets out the purpose, operating principles and strategic direction for the Internal Audit and Risk Management services provided to the Council.

RECOMMENDATION

- 2 That the Committee notes and approves the attached revised Strategy for implementation by Shared Assurance Services in 2010/11 and beyond.

EXECUTIVE SUMMARY OF REPORT

- 3 One of the requirements in the Partnership Service Level Agreement (SLA) is the need to produce and update strategies for Internal Audit and Risk Management each year. It is also a requirement of the CIPFA Code of Practice for Internal Audit.
- 4 This report and the attachment set out those strategies under the umbrella of the Shared Assurance Services function.

REASONS FOR RECOMMENDATION

- 5 To maintain a clear, up to date strategy for the Shared Assurance Service in accordance with the partnership SLA.

ALTERNATIVE OPTIONS CONSIDERED & REJECTED

- 6 Not applicable to this report.

CORPORATE PRIORITIES

- 7 This report relates to the following Strategic Objectives:

Strengthen Chorley's economic position in the central Lancashire sub region		Develop local solutions to climate change	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a great place to live	
Involving people in their Communities		Ensure Chorley is a consistently top performing organisation	✓

BACKGROUND

- 8 One of the requirements in the Partnership Service Level Agreement (SLA) is the need to produce and update strategies for Internal Audit and Risk Management each year. It is also a requirement of the CIPFA Code of Practice for Internal Audit.
- 9 This report and the attachment set out those strategies under the umbrella of the Shared Assurance Services function.
- 10 The first Assurance Strategy was reported to and approved by the Shared Services Joint Committee in October 2009. This document has now been updated to reflect the fact that the Shared Assurance Team has since taken on responsibility for Emergency Planning for both host authorities and also to incorporate new projects in the Business Improvement Plan for 2010/11.

CORE PURPOSE

- 11 To be successful all organisations need to be clear about why they exist and what their fundamental aims and objectives are. In May 2009 staff were asked some key questions about customer service and self-motivation. A managers workshop was then held to aggregate and refine the answers into the following phrase which articulates a vision for the Partnership:

*“To provide an exceptional service,
that is valued by our customers,
To make a difference together”.*

GUIDING PRINCIPLES

- 12 The Partnership Management Team had also considered earlier what they felt were the essential values and behaviours which staff within the partnership needed to uphold, and the following guiding principles were identified:

*To work as a **united team** across both councils.
To **focus on the customer** and deliver the right services in the right way.
To be **excellent** and **efficient** in everything we do.
To achieve the **highest standards of ethical behaviour** and maintain trust and confidentiality throughout.
To create **learning & development** opportunities for everyone involved.*

- 13 Each of these guiding principles is consistent with the separate corporate values which each of the host authorities uphold. At the Partnership away day in July 2009 all the staff was consulted on the draft purpose & guiding principles and their feedback on the day suggests that there is now considerable buy-in from them.

STRATEGY & OBJECTIVES

- 14 Although the Core Purpose and Guiding Principles set the strategic direction of the Partnership as a whole, the Shared Assurance Management Team has in turn translated these into specific strategy objectives for Internal Audit, Risk Management, Emergency Planning, Business Continuity and Insurance.

KEY PERFORMANCE INDICATORS

- 15 These are extracted from the Business Improvement Plan (BIP) for 2010/11 and provide a means of measuring how successful we are in achieving our strategy objectives. To secure continuous improvement these will be reviewed each year.

KEY ACTIONS & PROJECTS 2010/11

- 16 These are also taken from the BIP and map out the specific tasks which will be undertaken in 2010/11 in support of our Strategy Objectives. These will also be reviewed and new ones set annually.

FUTURE UPDATES

- 17 The attached Assurance Strategy runs parallel with the Partnership BIP and so will be updated alongside that document on an annual basis.

IMPLICATIONS OF REPORT

- 18 The matters raised in the report are cross cutting and impact upon the authority as a whole, rather than specific services.

GARRY BARCLAY
HEAD OF SHARED ASSURANCE SERVICES

Background Papers			
Document	Date	File	Place of Inspection
CIPFA Code of Practice	2006	Shared Assurance Services	Civic Centre - Leyland

Report Author	Ext	Date	Doc ID
Garry Barclay	01772 625272	16/02/10	Assurance Strategy Report