

## HAMPSHIRE COUNTY COUNCIL

### Report

|                         |   |
|-------------------------|---|
| <b>Committee/Panel:</b> | Sir George Staunton Country Park Joint Management Committee |
| <b>Date:</b>            | 14 May 2012   |
| <b>Title:</b>           | Annual Governance Statement                                 |
| <b>Reference:</b>       | 3919  |
| <b>Report From:</b>     | Report of the Treasurer                                     |

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#### 1. Introduction

- 1.1. The Committee is aware that the Audit Commission has required the Park to submit an annual return summarising its financial activities. Part of the return includes an Annual Governance Statement which assures the Audit Commission that the financial affairs of the Park are conducted properly.
- 1.2. The Annual Governance Statement for the 2011/12 financial year is attached at Appendix A.
- 1.3. Appendix B contains some explanatory notes to show how the Park complies with the requirements of the Governance statement.
- 1.4. The Committee is requested to approve the statements, so that they can be signed off and returned to the Audit Commission.

#### **RECOMMENDATIONS**

1. The Annual Governance Statement for 2010/11 is approved and signed off.

## Section 2 – Annual governance statement

We acknowledge as the members of **SIR GEORGE STAUNTON COUNTRY PARK JMC** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

|  | Agreed – |     | 'Yes' means that the body:  |
|--|----------|-----|---|
|  | Yes      | No* |   |
| 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | YES      |     | prepared its accounting statements in the way prescribed by law.  |
| 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   | YES      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances. | YES      |     | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.                                    |
| 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | YES      |     | during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.  |
| 5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | YES      |     | considered the financial and other risks it faces and has dealt with them properly.   |
| 6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.   | YES      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body. |
| 7 We took appropriate action on all matters raised in reports from internal and external audit.  | YES      |     | responded to matters brought to its attention by internal and external audit.   |
| 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.                                  | YES      |     | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.                             |

This annual governance statement is approved by the body and recorded as minute reference

MINUTE REFERENCE  
 dated

Signed by:

Chair    
 dated

Signed by:

Clerk    
 dated

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.

APPENDIX B

SIR GEORGE STAUNTON COUNTRY PARK

Annual Governance Statement

1. The accounts are prepared in the same way as all Hampshire County Council (HCC) accounts in accordance with the Code of Practice. HCC has been rated as “excellent” by the Audit Commission.
2. The HCC financial systems and procedures ensure segregation of duties, financial limits of responsibility. This, together with audits, facilitates the prevention of fraud as well as its detection.
3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Park or its finances. The Park has not acted outside its legal powers.
4. A “Notice of Appointment of Date for the Exercise of Electors’ Rights” is displayed in the Park shop in July each year, inviting anyone to arrange a time to inspect the accounts between specific dates (usually 20 working days).
5. The Park management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Park is covered by HCC’s self-insurance scheme. The Park also benefits from regular advice visits and inspections by the Culture, Communities and Business Services (CCBS) Risk & Safety team. Financial risk is covered by the CCBS & ETE Culture, Communities and Business Services and Economy, Transport & Environment Devolved Finance Unit (DFU) and by the HCC Audit Services Sections systems audits.
6. The Park’s finances are conducted by the Park staff. The CCBS DFU continually oversee the financial systems and procedures and ensure that the Financial Rules and Regulations are in place and adhered to. The HCC Audit Service section conduct systems audits to ensure appropriate internal controls are in place and complied with.
7. The Park staff have responded to all matters brought to their attention via internal and external audits.
8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

**2. Section 100 D – Local Government Act 1972 – background papers**

The following documents disclose facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of this report. NB this list excluded:

1. Published works.
2. Documents which disclose exempt or confidential information as defined in the Act.

**TITLE**

**FILE**

None

\*

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

|  |        |
|--|--------|
| <b>Hampshire safer and more secure for all:</b>          | yes/no |
| Corporate Improvement plan link number (if appropriate): |        |
| <b>Maximising well-being:</b>                            | yes/no |
| Corporate Improvement plan link number (if appropriate): |        |
| <b>Enhancing our quality of place:</b>                   | yes/no |
| Corporate Improvement plan link number (if appropriate): |        |

*NB: If the 'Other significant links' section below is not applicable, please delete it.*

**Other Significant Links**

|  |                  |             |
|--|------------------|-------------|
| <b>Links to previous Member decisions:</b>                           |                  |             |
| <u>Title</u>   | <u>Reference</u> | <u>Date</u> |
|  |                  |             |
| <b>Direct links to specific legislation or Government Directives</b> |                  |             |
| <u>Title</u>   | <u>Date</u>      |             |
|  |                  |             |

**Section 100 D - Local Government Act 1972 - background documents**

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1. Equalities Impact Assessment:**

- 1.1. Equality objectives are not considered to be adversely affected by the proposals in this report.

### **2. Impact on Crime and Disorder:**

- 2.1. The proposals in this report are not considered to have any direct impact on the prevention of crime.

### **3. Climate Change:**

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

There are no proposals within the report which will impact on our carbon footprint/energy consumption

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

There are no proposals within the report which will impact on our need to adapt to climate change