

REPORT TO	DATE OF MEETING
Shared Services Joint Committee	29 th March 2010

Report template revised June 2008



SUBJECT	PORTFOLIO	AUTHOR	ITEM
Assurance Strategy 2010-11	Deputy Leader	G Barclay	5

SUMMARY AND LINK TO CORPORATE PRIORITIES

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 South Ribble and Chorley Councils.

The Shared Services Partnership makes a direct and extensive contribution to the following strategic objectives of each Council;

“Ensuring that **Chorley** Council is a consistently top performing organisation”.

“**South Ribble** is an efficient, effective and exceptional council”

RECOMMENDATIONS

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

DETAILS AND REASONING

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.

This report and the attachment set out those strategies under the umbrella of the Shared Assurance Services function.

The first Assurance Strategy was reported to and approved by the 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 the new performance targets and key projects in the Business Improvement Plan for 2010/11. (These are shown in red on the attached document).

Core Purpose

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

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** needs and opportunities for everyone involved.*

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 suggests that there is now considerable buy-in from them.

Strategy Objectives

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

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

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

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

WIDER IMPLICATIONS

FINANCIAL	There are no specific financial implications associated with this report.
LEGAL	This Strategy has been produced in accordance with the Partnership SLA which forms a central and integral part of the formal legal agreement for the Partnership.

RISK	There are no specific risk implications associated with this report.
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OTHER (see below)	
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<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>