

## **PROCEDURE FOR THE ANNUAL STATEMENT OF ASSURANCE**

### **Introduction**

The Policy Statements of the University reflect our underlying mission, values and direction so it is anticipated that changes will be rare. Policy Statements, and related Codes of Practice, Procedures and Guidelines may however need to be revised in response to changes in legislation or good practice standards, organisational changes or where there is a shift in strategy or new or revised working practices are adopted.

### **Annual Statement of Assurance**

Policy Statement Owners are required to provide the University Secretary with an Annual Statement of Assurance confirming that:

- An assessment has been made of the Policy Statement and associated documents and that:
  - No factors indicating the need for a refresh have been identified;
  - Factors have been identified and that an updated Policy Statement, Protocol or Procedure has been submitted to and approved by the relevant governance bodies;
  - Factors have been identified and an updated Policy Statement, Protocol or Procedure will be submitted to the relevant governance bodies for approval within a specified time period.

The Annual Statement of Assurance will follow the format set out in Annex 1. The Annual Statement of Assurance does not require all related Codes of Practice, Procedures of Guidelines to be reviewed by the Department but the Director signing the Certificate of Assurance should ensure that if they are aware of any factors that would require any changes to any related documents that these are reviewed and amended via the correct processes. Any significant changes can be indicated in the Notes section of the Certificate of Assurance.

The University Secretary will publish a timetable for the collection of all responses and will collate those responses into an annual report to be submitted to Resources & People Committee. This report will inform the programme of reviews to be performed by Resources & People Committee over the following annual cycle.

Reference will also be made to the Annual Statements of Assurance within the annual Legislative Compliance report submitted to Court each June.

### **Review by Policy approval bodies**

Resources and People Committee (and other bodies involved in the approval of Policy Statements) may also choose to undertake a periodic review of Policy Statements in circulation and to determine whether or not to 'call-in' any Policy Statements or related documents which the relevant body considers ought to have been updated.

Procedure Author – University Solicitor

Procedure Owner – University Secretary

Parent Policy Statement – Corporate Governance

Public or Staff Only Access – Public

Version – Version 3 March 2022

Changes and Reason for changes – Update to Committee titles

**Annex 1**

**CERTIFICATE OF ASSURANCE:**

**[To be completed by the Policy Statement Owner]**

**Policy Statement:** [                      ]

**Date:**[                      ]

1. I am aware that I am required to sign an annual statement of assurance in relation to the Policy Statement which I am the owner of.
2. I can confirm that I have reviewed the Policy Statement and based on that review, and my own knowledge of matters in my area of responsibility I can confirm:
  - No factors indicating the need for any amendments to the Policy Statement have been identified; **or**
  - Factors have been identified and an updated Policy Statement has been submitted and approved by [                      ] on [                      ]; **or**
  - Factors have been identified and an updated Policy Statement will be submitted for approval by [     ]. Please list below.

List Procedures/Protocols of Guidelines – for proposed changes	Comments
Notes:-	

Signature .....

Name .....

Job Title .....

Date .....