

i For information



Leading learning and skills

Supplement F to the Regularity Audit Framework: Model Statement by College Governing Body on Regularity, Propriety and Compliance

2006

Statement on regularity, propriety and compliance to be sent to the LSC by college governors who wish to apply the dispensation from interim regularity audit

[Name]

Regional Audit Manager

[Location] Learning and Skills Council

[Address]

[Date]

Dear

Statement on regularity, propriety and compliance

The governing body of (name) College has considered its responsibilities to notify the LSC of material irregularity, impropriety and non-compliance with LSC terms and conditions of funding, under the financial memorandum in place between the college and the LSC. As part of its consideration the governing body has had due regard to the guidance suggested by the LSC and the requirements of the Financial Memorandum.

We confirm, on behalf of the governing body, that the governing body is able to identify any material irregular or improper use of funds by the College, or material non-compliance with LSC's terms and conditions of funding under the college's funding agreements with the LSC. We further confirm that any instances of material irregularity, impropriety or funding non-compliance discovered to date have been notified to the LSC, or if occurring after the date of this letter, will be notified to the LSC.

Signed on behalf of the [governing body/corporation]

[name]

Chair of the Corporation

[name]

Principal

Suggested sources of evidence available to governing bodies on the college's regularity, propriety and compliance with LSC terms and conditions of funding

To assist college governors in making the above statement, the LSC suggests that governors may wish to consider the existence and adequacy of the following sources of evidence that would allow them to make their statement. The sources of evidence should be readily available within the college and should not require additional work by college auditors or management. This list is not exhaustive.

- College managers and governors have a clear understanding of their relative roles and this understanding is reflected in the college's written policies and procedures.
- The college has completed, reviewed and updated regularly self assessment documents and where relevant the results of these self assessments demonstrate the governing body's ability to be aware of material irregularity, impropriety or non-compliance.
- The governing body has appropriately received, promptly considered and monitored management action upon the reports of inspectors, auditors and other relevant agencies, and that these reports demonstrate the governing body's ability to be aware of material irregularity, impropriety or non-compliance and the actual lack of such issues.
- The governing body receives appropriate professional advice from the college's finance director and the clerk to the governing body.
- College policies and procedures to secure regularity and propriety, including adherence to standards in public life and whistle-blowing procedures, are fully documented, available and known to all staff.
- Governors consider that the college's risk management strategy and risk assessment is a live and useful document. The risk assessment should identify what risks to regularity, propriety and compliance are identified, the degree to which risks are covered, and the action taken to mitigate them
- Management information, financial and otherwise, reported to governors includes information on exceptional events as well as routine reporting.
- Papers presented to the governing body show due regard for regularity, propriety and compliance.
- The college has made financial statements, regularity and internal audit arrangements that comply with the LSC's Audit Code of Practice.

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