

Accountable Officer Governance Assurance Statement questionnaire

This questionnaire should be submitted alongside your declaration that you have complied with your appointment as set out in your Accountable Officer appointment letter and the Public Finances (Jersey) Law 2019; or express any deviations from that which have been made known or otherwise to the Principal Accountable Officer.

This questionnaire forms part of the body of evidence used for the Annual Governance Review, which as an ongoing process, and contributes to the Governance Report – part of the Annual Report and Accounts. The scope of your responsibility as Accountable Officer is outlined in your appointment letter.

Any questions in respect to the declarations should be sent to the Head of Financial Governance or Head of Group Reporting.

Please return your questionnaire to governancereturn@gov.je.

Financial Year 2024 **Area of Accountable Officer responsibility:**

Principle 1. Accountability, Decision Making and Scrutiny – Crown, Assembly, Government and States Employment Board relationships and accountability are clear and subject to appropriate scrutiny.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Are you clear who you are accountable to, and why? Please specify, and reference any document, protocol or legislation in place to define this relationship or set out how it should operate.	1.1	O			
2. Have you been Accountable Officer throughout the whole of	1.1	2024			

the year? If not please attach or explain what assurances are available for the period prior to your appointment.					
3. Is there a scheme of delegation in place within your department which has been approved by the Treasurer in accordance with PFM requirements?	1.1	0			
4. Have formal Ministerial Instructions been made for any areas where the legal responsibilities of the Accountable Officer were considered to be infringed?	1.2	2024			
5. Are there arrangements in place to ensure that you meet all reporting requirements to the public and States Assembly? These must include (a) tier 1 statistics to ensure that they meet the statistical standards under Article 7H of the Statistics and Census (Jersey) Law 2018 and the Statistical Code of Practice; and (b) statistics that are required to meet the Strategy for the Jersey Statistical System published under Article 7(2)(a) of the Law. Please list the statistical publication requirements for your area of responsibility.	1.9	0			

6. Have any internal audit or external inspection reports (including PAC and C&AG) been carried out for your service during the year? Please list.	1.12	2024			
7. Have all outstanding weaknesses and matters from any internal audit or external inspection reports (including PAC and C&AG) been resolved, including those from previous years?	1.12	2024			
Principle 2. Planning and Performance - Planning and performance management is defined and drives achievement of intended outcomes.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Is there a plan or document in place, including specific targets or performance measures, setting out the department's key objectives, aims or outcomes and explaining how these support the Common Strategic Policy? Please attach the current version of this departmental plan and explain how, and how often, it is kept up to date.	2.4	2024			
2. Is actual performance compared to expected performance or targets on a regular basis? How is this information reported to staff and/or management? Give recent examples of how	2.6	2024			

significant performance issues have been identified, escalated and addressed.					
3. Are there arrangements in place for your Department to minimise environmental impact in line with the Carbon Neutral Roadmap Policy EN1 'Decarbonising Government' to reduce operational emissions in line with the Paris Agreement to reach net zero by 2050? Please demonstrate using this guidance .	2.9	0			
Principle 3. Organisational Design, Structure and Partnerships - The organisation's structure serves its operations and intended outcomes.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Is the current departmental structure for your area of responsibility properly documented? Please provide a copy.	3.1	0			
2. Are there partnership or funding agreements in place for all relationships between your department and other bodies outside the Government of Jersey involving funding over £75,000 per annum? Please list these bodies.	3.3	2024			
Principle 4. Ethics and Integrity - Ethics and integrity are embedded in values and operations.					

Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Is the gifts and hospitality register for your area of responsibility up to date?	4.1	2024			
2. Have any conflicts of interest identified during the year in your department been identified and managed?	4.2	2024			
3. Are the number and type of complaints, comments or compliments received by your department monitored and reviewed? Please provide details of the number of each for the year.	4.4	2024			
Principle 5. People - Development of capacity and leadership capability contribute to individual and organisational achievements.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Is there a workforce plan for your area(s) of responsibility which includes succession planning and recruitment challenges?	5.6	0			
2. Has there been leadership development activity within your department in the last year? Please list.	5.6	0			
Principle 6. Public Finances - The organisation values and safeguards financial integrity, accountability and strong public financial management.					

Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Have you complied with the Public Finances Law and Manual (including completion of any exemptions and breaches) during the year? Please provide the number of exemptions and breaches.	6.3	2024			
2. Were identified efficiency savings delivered in the year?	6.3	2024			
3. Are asset registers and inventories in place and maintained in accordance with the Public Finances Manual?	6.3	0			
Principle 7. Communication and Engagement - The organisation communicates and engages with all parties in a way that is accessible, open and responsive.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Are there arrangements in place to ensure engagement with relevant individuals and bodies in decision-making and policy development, where it is appropriate to do so?	7.5	0			
Principle 8. Risk Management, Fraud and Insurance - The organisation identifies and manages its risks to deliver effective accountability and outcomes.					

Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Are there one or more risk registers in place for your department/ service/ business unit? Please explain how these registers are reviewed and kept up to date.	8.2	O			
2. Are arrangements in place to ensure all risks that can be insured are covered by the States' external policy or internal insurance arrangements?	8.2	O			
3. Have you identified improvement opportunities as an outcome of your Health & Safety Assurance Questionnaire completion?	8.2	O			
4. Have all H&S incidents in the department been reported through the proper channels?	8.2	O			
5. Do you collate related incident and near miss reports, to identify lessons which can be learned from service disruptions?	8.3	O			
6. Are Business Continuity Plans live in the business continuity management system?	8.3	O			
7. Have all frauds and financial irregularities identified been referred to the Chief Internal	8.6	2024			

Auditor in accordance with the Anti-Fraud and Corruption Strategy?					
Principle 9. Information Governance - The organisation manages its information responsibly and effectively.					
Question	Cross-reference to Governance Framework	2024 or ongoing?	Comply? Y/N only	Please use for additional information if you wish. Evidence need not be supplied but must be available on request.	Brief detail of known non-compliance
1. Has your area complied with Data Protection (Jersey) Law 2018 requirements during the year, including subject access requests (SARs)? Please give the number of SARs made and complied with during the year.	9.1	2024			
2. Have actions been taken to manage information security risks? Please list any significant breaches of IS policies during the year and what action was taken in response. For minor breaches please provide summary information only (e.g. number of each type).	9.1	2024			
3. Are robust arrangements in place to monitor compliance with Freedom of Information (Fol) legislation? Please give the number of Fol requests in the year.	9.1	2024			

Please list items which may be considered “significant” for inclusion in the States’ Annual Governance Statement. These may be those which:	BOX A - Please declare below any significant control or governance issues that should be considered as part of the States of Jersey Governance Statement:	BOX B – Please set out (a) actions taken or planned to be taken to address any significant control or governance issues listed in Box A; and actions taken to address any significant control or governance issues listed in last year’s departmental or Corporate Governance Statements.
Have seriously prejudiced or prevented achieving a key States objective;		
Have resulted in the need to seek additional funding to allow it to be resolved;		
Have required a significant diversion of resources;		
Have had a material impact on the accounts;		
The Public Accounts Committee (PAC) has advised should be considered as significant;		
Have resulted in significant public interest or has seriously damaged reputation;		
Have resulted in formal actions being taken by senior officers (e.g. the States Treasurer);		
Have received significant adverse commentary in external inspection reports that has not been able to be addressed in a timely manner.		

I confirm that this document provides a fair and accurate reflection of the system of internal control and governance arrangements operating within my area of responsibility during the past year.

Name of Accountable Officer:.....Signature:.....Date:.....

Name of officer completing the self-assessment: Signature:.....Date:.....