

## 17. ASSURANCE LETTER

REPORT OF: HEAD OF FINANCE AND HR  
Contact Officer: Peter Stuart  
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Wards Affected: *None*  
Key Decision: No  
Report to: Audit Committee  
11<sup>th</sup> July 2016

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### Purpose of Report

1. This report sets out a response to the annual letter from our external auditors for the approval of the Committee .

### Recommendations

2. **The Committee is recommended to:**
    - (i) **agree the response to be sent by the Chairman.**
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### Background

3. The letter attached as Appendix 1 asks the Committee ('those charged with governance') to make some statements that relate to the governance framework and its application to the workings of the Council.
4. The Chairman has taken advice on the contents of the letter and has drafted a suggested response which is attached as Appendix 2.
5. Members will note that a similar letter has been received, and responded to, by the Head of Finance. The responses show consistency, as may be expected.
6. The Committee are asked to consider the contents of the letter from the Chairman and agree that this letter may be sent to the Audit Director as this Council's response. Members are of course encouraged to ask such questions as necessary in order to gain suitable assurances.

### Policy Context

7. Responding to the letter enables the Council to fulfil its audit requirements.

### Other Options Considered

8. None.

### Financial Implications

9. None.

### Risk Management Implications

10. None.

### **Equality and Customer Service Implications**

11. None.

### **Other Material Implications**

12. None.

### **Background Papers**

- None