

## CONTROLS ASSURANCE STANDARDS

### REPORTING COMPLIANCE

This guidance needs to be read in conjunction with earlier guidance on the applicability of the controls assurance standards to the various HPSS bodies and the scoring bands to be applied.

An integral part of the controls assurance process is an annual report compliance with standards, which should be made in support of the annual Statement on Internal Control. In order to facilitate reporting on the fourteen controls assurance standards which have been in effect during 2004/05, the Department will provide, through its website, a template for completion by HPSS bodies. The timetable for making returns will be notified by e-mail.

For 2004/05, the straightforward approach adopted for 2003/04 has been retained. In the main, organisations found the reporting process easy to follow. Some adjustments have been made based on comments received. Reports for 2004/05 will be sought in the format set out in Example One below. Where a criterion is not applicable to the HPSS body making the report, it should be identified as such and ignored for scoring purposes, as in the example. **(Please note that in such cases "N/A" should be entered in the score column and not 0).** Percentage scores should be added and then divided by the number of applicable criteria to give the overall percentage score. Examples are for indicative purposes only. For the risk management standard, it is envisaged that all criteria would be applicable to all HPSS bodies.

#### Example One

Risk Management		
Criterion	% Score	Comments
1	45	
2	67	
3	N/A	
4	82	
5	37	
6	55	
7	N/A	
8	92	
<b>Average</b>	<b>63</b>	Please calculate and provide your average score in the box provided

Please indicate if verified by Internal Audit Yes

No

For 2004/05, organisations must complete an additional box to indicate where internal audit verification of the score has been confirmed.

Some HPSS bodies have developed more complex scoring mechanisms which break criteria down into component parts. This is not a requirement at this stage but the Department recognises that some organisations may feel it necessary to do so in terms of their own internal governance arrangements. This means that it may be necessary to apply the judgement of “N/A” at sub-criterion level. Example Two illustrates how the Department would expect to see this applied in terms of scoring.

### Example Two

<b>Risk Management</b>			
<b>Criterion</b>	<b>% Score</b>	<b>Sub-criterion</b>	<b>% Score</b>
		1	60
		2	N/A
		3	40
1	50		
		1	23
		2	75
		3	82
2	60		
		1	N/A
		2	90
		3	N/A
3	90		
		1	N/A
		2	N/A
		3	N/A
4	N/A		
<b>Average</b>	<b>67</b>	Please calculate and provide your average score in the box provided	

The underlying principle is that an organisation should be assessing itself against the extent to which it could be expected to comply with a standard in practice. If an organisation does not perform a function covered by a standard, this should not have a detrimental effect upon the overall compliance score.

If you have any specific enquiries relating to the application of this guidance, please contact [Robert.Haworth@dhsspsni.gov.uk](mailto:Robert.Haworth@dhsspsni.gov.uk)