



Department of  
**Health**

An Roinn Sláinte

Mánnystrie O Poustie

[www.health-ni.gov.uk](http://www.health-ni.gov.uk)

Tel: 028 9052 0237

Email: [gillian.seeds@health-ni.gov.uk](mailto:gillian.seeds@health-ni.gov.uk)

Your Ref:

Date: 10 September 2019

Dear Accounting Officer,

## **DEPARTMENT OF HEALTH MID-YEAR ASSURANCE STATEMENT 2019/20**

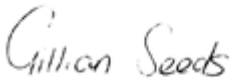
1. All Department of Health (DoH) arm's length bodies are required to submit a mid-year Assurance Statement to the Department. The function of this Statement is to enable you, as Accounting Officer, to attest to the continuing robustness of your organisation's system of internal governance.

### **Action required**

2. The purpose of this letter is to ask you to provide a completed 2019/20 mid-year Assurance Statement for your organisation by no later than **Friday 18 October 2019**. The Statement should be e-mailed to [OPS@health-ni.gov.uk](mailto:OPS@health-ni.gov.uk) and to your Sponsor Branch lead. As the statements will be used to inform the mid-year accountability reviews, it is essential that all organisations adhere to the deadline for submission.
3. I would ask that, in completing the mid-year Assurance Statement, you apply the same principles as are applied in the completion of the annual Governance Statement. The Statement should provide a balanced appraisal, capable of substantiation, of the state of the organisation's internal governance.

4. Disclosure of internal control divergences should be full and frank. When completing the internal control divergences section, please ensure the description discloses:
  - a failure in an internal governance procedure;
  - how the issue arose;
  - remedial action taken or proposed to prevent recurrence; and
  - timescales involved.
5. The enclosed template provides the format for submissions. Please note that Section 7 is for completion by Trusts only.
6. If you have any queries or comments on this letter please contact Pauline Coulter 028 9037 8672.

Yours faithfully



**Gillian Seeds**

**Head of Governance Unit**

cc Richard Pengelly  
Deborah McNeilly  
Sponsor EBM's  
DoH Sponsor Branches  
La'Verne Montgomery  
Russell Redmond  
Pauline Coulter