



Department of
Health

An Roinn Sláinte

Máinnystrie O Poustie

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Your Ref:

Our Ref: HE1/23/327003

Date: 30 August 2023

Dear Accounting Officer

DEPARTMENT OF HEALTH MID-YEAR ASSURANCE STATEMENT 2023/24

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 2023/24 mid-year Assurance Statement for your organisation by no later than **Friday 13 October 2023**. The Statement should be e-mailed to governance@health-ni.gov.uk and to your Sponsor Branch lead.
3. 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. Therefore if only draft statements are available by the return date these should be provided with details of date of ALB meetings where final approval will be conferred. Any changes to drafts provided to the Department should be notified to Sponsor Branches as soon as possible.

4. 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.
5. 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.
6. The enclosed template provides the format for submissions. Please note that Section 7 is for completion by Trusts only.
7. If you have any queries or comments on this letter please contact Pauline Coulter on 028 90378672.

Yours faithfully



Pamela McIlwrath
Head of Governance Unit

cc Peter May
Sponsor EBMs
DoH Sponsor Branches
ALB Chairs
ALB Governance Leads
Janine Fullerton

Governance Unit