



Department of  
**Health**

An Roinn Sláinte

Mánnystrie O Poustie

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Your Ref:

Our Ref: HE1/24/432516

Date: 27 August 2024

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 2024/25 mid-year Assurance Statement for your organisation by no later than **Friday 11 October 2024**. The Statement should be e-mailed to [governance@health-ni.gov.uk](mailto: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 Pamela McIlwrath on 028 90528240.

Yours faithfully

**John McKeown**  
**Head of Governance Unit**

cc Peter May  
Sponsor EBMs  
DoH Sponsor Branches  
ALB Chairs  
ALB Governance Leads  
Fiona White  
Governance Unit