

ANNEX B

SIX MONTHLY ASSURANCE STATEMENT FOR COMPLETION BY HEADS OF DIVISION/UNIT

From: Head of Energy Division

Date: 23rd October 2013

To: Permanent Secretary

1. Internal Control covers the policies, processes, tasks, behaviours and other aspects of an organisation's activities which derive from management action (rather than being imposed externally) and which are designed to:
 - Facilitate the achievement of objectives;
 - Ensure effective and efficient operation;
 - Protect and safeguard public funds and assets; and
 - Ensure compliance with legislation and other regulations.
2. The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable (and not absolute) assurance regarding its effectiveness.
3. I acknowledge that I am personally responsible for developing and maintaining effective internal control within my Division/Unit. I am also responsible for reviewing the effectiveness of the system of internal control within the Division/Unit. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the Division/Unit who have responsibility for the development and maintenance of the internal control framework, and comments made by external auditors in their management letters and other reports.
4. I confirm that:
 - I am aware of the requirements of internal control and the development of systems to manage and control risk;

- Throughout the six month period, internal control has been adequate, except for the areas noted below; and
- I am not aware of any significant weaknesses in control or of any irregularities in accounting practice which need to be drawn to your attention, except as noted below.

Significant Internal Control Problems

[Insert Details of Significant Internal Control Problems of which the signatory is aware and action taken in response.]

[Signed]

A handwritten signature in black ink, appearing to be "F. A. ...", written over a horizontal line.

Head of Energy Division

Date: 23rd October 2013