

## APPENDIX

### ANNUAL GOVERNANCE STATEMENT

**This appendix sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement**

1	<ul style="list-style-type: none"> <li>The accounting statements were approved by the Joint Committee on 18 June 2012 under minute [     ]</li> </ul>
2	<ul style="list-style-type: none"> <li>The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer.</li> <li>A system of internal audit undertaken separately by Fareham BC.</li> <li>The Joint Committee's standing orders.</li> <li>The adoption of policies in respect of anti-fraud and corruption, and whistle blowing.</li> </ul>
3	<ul style="list-style-type: none"> <li>The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles.</li> <li>The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers.</li> <li>There is a financial strategy and capital programme approved annually.</li> <li>Decisions by the Joint Committee are taken on the basis of written reports from the officers.</li> <li>The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.</li> </ul>
4	<ul style="list-style-type: none"> <li>The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations.</li> <li>The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site and are open for public inspection.</li> <li>An annual report is published and sent to each of the 4 constituent authorities.</li> </ul>

5	<ul style="list-style-type: none"> <li>• The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically.</li> <li>• Specific risk registers are prepared when needed – for example in respect of the mercury abatement project.</li> <li>• There is a business continuity plan.</li> <li>• There is a biennial health and safety audit.</li> <li>• The FBCA undertook an inspection in November 2009.</li> <li>• Zurich Mutual is the Joint Committee's insurer.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment.</li> <li>• The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Any matter of substance would be reported to the Joint Committee.</li> </ul>
8	<ul style="list-style-type: none"> <li>• Any relevant matters have been included within the accounting statements.</li> </ul>

JH/me  
6 June 2012