

CONTROLS ASSURANCE STATEMENT FOR THE YEAR 2024

1. I am aware of the internal control framework within which authority, responsibility and accountability is delegated to me as a **“Responsible Manager”**¹ employed by the Health Service Executive (the **“Executive”**).
2. I acknowledge that as a Responsible Manager I am responsible for making decisions on a service and its related budget, quality and safety, leading and managing people, and delegating authority in order to accomplish the objects of the Executive.
3. I am aware of the obligations of the Chief Executive Officer and the Board of the Executive (the **“Board”**) under the Health Acts 2004 to 2019 to ensure that appropriate systems, procedures and practices are in place in order to enable compliance with the policies (whether set out in codes, guidelines, or other documents or any combination thereof) of the Government or a Minister of the Government to the extent that such policies may affect or relate to the functions of the Executive.
4. I am aware of the obligation of the Board to make a Statement on Internal Controls in respect of the Executive.
5. I have read the Executive’s Management Controls Handbook and I confirm that:
 - 5.1 I have discussed and reviewed the application of controls with the Responsible Managers in my area of responsibility (if applicable)
 - 5.2 All Serious Reportable Events (SREs) that occurred in my area of responsibility have been reported as required by the Executive’s Incident Management Framework.
 - 5.3 I have discussed and reviewed the Executive’s Code of Governance and confirm that it is implemented in my area of responsibility.
 - 5.4 I am aware of my obligation to supply Statements of Interest to the Chief Executive Officer in compliance with the Ethics in Public Office Acts 1995 and 2001, and all staff for which I am responsible are similarly aware of their obligation.
 - 5.5 I am aware of my obligations under the National Financial Regulations (NFR’s) relating to Voluntary Donations, Gifts, Bequests, Membership of boards and Committees, and all staff for which I am responsible are similarly aware of their obligations.
 - 5.6 I am aware of, and I am in compliance with my obligations under the Executive’s Information Security Policy to protect patient, client and staff data, and all staff, for which I am responsible, are similarly aware of their obligations.

- 5.7 I confirm that all expenditure incurred by me and by all staff in my area of responsibility on the purchase of goods and services has been subject to an appropriate procurement process.
- In respect of any contracts in excess of €25,000 that had been awarded without a competitive tender, I am aware of my obligations under the Department of Finance Circular 40/02 guidelines. I meet my obligations by completing a retrospective review on all invoices in excess of €25,000 via the Procurement Assessment Compliance Tool (PACT). The review identifies the relevant contracts that must be disclosed by the National Director of Procurement in the annual 40/02 declaration.
- 5.8 I confirm that I have not provided any third party guarantees or letters of comfort of any kind that may hold the Executive under any legal obligations to a client, customer or service user.
- 5.9 I am aware of my obligations to comply in full with all relevant policies, procedures, guidelines, codes and standards as they apply to my employment for the Executive, and all staff for which I am responsible are similarly aware of their obligations.
- 5.10 I am aware of my obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulations (GDPR), and all staff for which I am responsible are similarly aware.
- 5.11 I confirm that I am managing risks within my area of control as required by the HSE's Enterprise Risk Management Policy and Procedures.
6. I confirm with reasonable assurance that the internal controls framework of the Executive has been fully applied in my area of responsibility, save in respect of any issues contained in the Schedules to this Statement which prevent me providing reasonable assurance in respect of such issues.
7. The issues (if any) that I have outlined in the Schedule to this Statement are **issues for the attention of my line manager**, and I confirm that I have brought such issues to my line manager's attention. I am not aware of any other issues which materially impact on the Statement on Internal Control for the Executive.

AND I MAKE THIS STATEMENT conscientiously and believing the same to be true. *

Signed: _____
Responsible Manager

Date: _____

Print Name: _____

Matters for the attention of my Line Manager (please note these in the commentary box in Smart Survey):

- 1.
- 2.
- 3.

Template