



The Association Of Controls Management

Planning and Controls Policy Statement

1.0 Summary

<Co Name> is dedicated to delivering services which consistently satisfy the requirements of our customers, complying with relevant regulatory and statutory requirements.

The monitoring and assurance of customer and stakeholder satisfaction is fundamental to all work carried out by our business.

2.0 Principles

Throughout the business we will :

- Establish, maintain and continually improve an effective planning & controls management system which complies with the requirements of BSI (BS 5192 , BS 6079 , PAS 1192-2).
- Put the customer first and collaborate to deliver excellent operational performance
- Use a process-based approach to ensure consistency and operational excellence.
- Continually improve our Controls Management System through the regular review of performance.
- Develop and invest in our people so that they can deliver a 'planning and controls' service to our customers.
- Record, report and investigate any planning and controls failures.
- Develop, on an annual basis, plans for the improvement of our performance including measurable objectives and targets.

3.0 Responsibilities

Corporate Governance – Responsibility for the proper management of planning and controls rests with the Chief Executive Officer (CEO). The CEO has nominated the Group Planning and Controls Director to act on his behalf to monitor the execution of this policy throughout the <Co Name> Group. The Group Board will receive regular reports from the Group Planning & Controls Director.

The Business – Each Business shall develop and implement a planning and controls management system that incorporates the Corporate Planning and Controls requirements and will be sufficient to ensure delivery of planning and controls services to our customers.

Line Management – Planning and Controls is a line management responsibility. Each manager will regularly monitor the planning and controls within their teams to ensure consistent compliance with legislation, standards and business processes.

Employees – All employees have a responsibility to themselves, their colleagues, the <Co Name> Group and its clients; to deliver planning and controls, fit for purpose services and products to ensure internal and external customer satisfaction.

4.0 Communication of the Policy

This policy will be displayed on noticeboards and brought to the attention of other stakeholders as required.

Signed

Chief Executive Officer