Statement on Internal Control 06/07 - Process and timelines Appendix 2 Responsibility Report by Meeting/issue date Review Assurance Framework document and self 31st Jan 07 to 2nd Risk & Controls Mar 07 assessment questionnaire. Commence information gathering Assurance Manager in respect of Assurance Framework document Report to PCoT re Controls PCoT as "RMCAG" 2nd Mar 07 9th Mar 07 Assurance process and timelines Paper to Audit committee re Risk & Controls 28th Mar 07 16th March 07 Controls Assurance process Assurance Manager Issue self assessment paper to Risk & Controls 30th Mar 07 PCoT "RMCAG" for completion Assurance Manager File of supporting Return of self assessments and completion PCoT as "RMCAG" 20th Apr 07 of Assurance Framework document evidence Validation of self assessments Chief Internal Auditor 20th Apr to 2nd Retain locally by Internal Audit May 07 Draft SIC developed in Risk & Controls 4th consultation with members of 27th Apr to Assurance Manager May 07 CAMG PCoT as "RMCAG" Submission of first draft of SIC 11th May 07 4th May 07 to "RMCAG" Review draft SIC 11th May to 21st May 07 Reviewed draft to CAMG for Controls Assurance w/c 21st May 07 review and challenge Management Group Risk & Controls Draft SIC to COMT for noting 5th Jun 07 28th May 07 Assurance Manager Copy of draft SIC to Chair/Vice Risk & Controls w/c 11th Jun 07 Chair of Audit Commitee Assurance Manager w/c 11 June to 18th CAMG / Risk & Final draft SIC June 07 Controls Assrce Mgr Audit Committee - Review draft Risk & Controls 28th Jun 07 18th June 07 Assurance Manager Report to S&G committee for Risk & Controls 18th June 07 29th Jun 07 final approval Assurance Manager Signed by Chief Executive and 29th Jun 07 Leader of the Council