

Annual Governance Statement 2012/13 - Process and timelines

No.	Action	Meeting/Target date	Responsibility
1 -	Paper to Governance Committee re Annual Governance Statement and assurance gathering process.	5th Feb 2013	Risk & Assurance Manager
2 -	Review content of the Annual Governance - Self Assessment Statement.	1st - 22nd February 2013	Risk & Assurance Manager
3 -	Review of format of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	1st - 28th March 2013	Risk & Assurance Manager
4 -	Issue of Self Assessment Questionnaires to Directors for completion	2nd April 2013	Risk & Assurance Manager
5 -	Return of self assessments and completion of Assurance Framework document.	26th April 2013	Directors
6 -	Validation of self assessments by Internal Audit.	29th April - 17th May 2013	Chief Internal Auditor
7 -	Draft AGS developed in consultation with Controls Assurance Management Group ("CAMG"). NOTE: Further ad hoc meetings may be required and will be arranged as necessary.	31st May 2013	Controls Assurance Management Group
8 -	Submission of draft of AGS to Management Board of Directors.	2nd September 2013	Management Board of Directors
9 -	Final draft AGS to CAMG for noting.	w/c 9th September 2013	Controls Assurance Management Group
10 -	Report to Governance Committee for final approval of AGS.	23rd September 2013	Risk & Assurance Manager
11 -	Signed by Chief Executive and Leader of the Council.	30th September 2013	Risk & Assurance Manager