

Annual Governance Statement 2013/14 - Process and timelines

No	Action	Meeting / Target Date	Responsibility
1	Report to Governance Committee to outline the assurance gathering process to support development of the 2013-14 AGS.	3rd Feb 2014	Governance Committee
2	Review and update the 'AGS - Self Assessment Statement' document to ensure that it remains aligned with good practice.	3rd - 24th February 2014	Risk & Assurance Manager
3	Review of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	3rd -24th March 2014	Risk & Assurance Manager
4	Issue 'AGS Self Assessment Statements' to Directors for completion	1st April 2014	Risk & Assurance Manager
5	Return of completed 'AGS Self Assessment Statements' and completion of Assurance Framework document.	25th April 2014	Council Management Team
6	Validation of self assessments by Internal Audit.	28th April - 19th May 2014	Chief Internal Auditor
7	Draft AGS developed in consultation with Controls Assurance Management Group . NOTE: further ad hoc meetings may be required and will be arranged as necessary.	2nd June 2014	Controls Assurance Management Group
8	Report to Governance Committee to review the draft 2013-14 AGS. [NEW]	July 2014 (TBC)	Governance Committee
9	Submission of draft of AGS to Council Management Team.	September 2014 (TBC)	Council Management Team
10	Final draft AGS to CAMG for noting.	September 2014 (TBC)	Controls Assurance Management Group
11	Report to Governance Committee for final approval of AGS.	September 2014 (TBC)	Governance Committee
12	Signed by Chief Executive and Leader of the Council.	30th September 2014	Risk & Assurance Manager