Annual Governance Statement 2008/09 - Process and timelines

Action	Meeting/issue date	Responsibility
Paper to Audit Committee re AGS and Assurance process	19th March 2009	Risk & Assurance Manager
Review Assurance Framework document and self assessment questionnaire. Commence information gathering in respect of Assurance Framework document	2nd Mar 2008 to 3rd April 2009	Risk & Assurance Manager
Review of Code of Corporate Governance against CIPFA guidance.	2nd to 27th March 2009	Chief Internal Auditor
Paper to Resources Board and issue of self assessment questionnaires paper for completion (inc assurance mapping) template	27th March 2009	Resources Board
Return of self assessments and completion of Assurance Framework document	17th April 2009	Resources Board
Validation of self assessments by Internal Audit	20th April to 4th May 2009	Chief Internal Auditor
Paper to S&G committee re AGS and Assurance process	20th April 2009 (March 09 meeting has been postponed)	Risk & Assurance Manager
Draft AGS developed in consultation with members of AMG	4th May to 15th May 2009	Risk & Assurance Manager
Submission of first draft of AGS to Resources Board	15th May 2009	Resources Board
Review draft AGS	18th May to 22nd May 2009	Risk & Assurance Manager
Reviewed draft to AMG for review and challenge	w/c 25h May 2009	Controls Assurance Management Group
Draft AGS to COMT for noting	2nd June 2009	Risk & Assurance Manager
Copy of draft AGS to Chair/Vice Chair of Audit Committee	w/c 8th June 2009	Risk & Assurance Manager
Final draft AGS	w/c 15th June 2009	CAMG / Risk & Assurance Mgr
Audit Committee - Review draft AGS	24th June 2009	Risk & Assurance Manager
Report to S&G committee for final approval	25th June 2009	Risk & Assurance Manager
Signed by Chief Executive and Leader of the Council	30th June 2009	

File of supporting evidence → Retain