Annual Governance Statement 2019/20 - Process and timelines APPENDIX 1

Action	Meeting / Target Date	Lead/Responsible body
Review of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	27th Jan - 3rd Feb 2020	Risk & Insurance Manager
Review the type and scope of assurances sought via 'AGS - Self Assessment Statement' document to ensure that they remain fit for purpose.	27th Jan - 3rd Feb 2020	Risk & Insurance Manager
Report to Governance Committee to outline the assurance gathering process to support development of the 2019-20 AGS.	10th Feb 2020	Governance Committee
Issue 'AGS Self Assessment Statements' to Service Directors for completion via Heads of Service	14th Feb 2020	Executive Directors / Heads of Service
Return of completed 'AGS Self Assessment Statements' and completion of Assurance Framework document.	2nd March 2020	Risk & Insurance Manager
Review /validation of self assessments by Internal Audit.	3rd - 12th March 2020	Chief Internal Auditor
Draft AGS developed in consultation with Controls Assurance Management Group. NOTE: further ad hoc meetings may be required and will be arranged as necessary.	23rd March 2020	Controls Assurance Management Group
Executive Management Board review of the draft 2019-20 AGS.	2nd April 2020	Executive Management Board
Issue draft '2019-20 AGS' to Finance for inclusion in the draft Statement of Accounts	9th April 2020	Risk & Insurance Manager
Report to Governance Committee to review draft 2019-20 AGS.	15th June 2020	Governance Committee
Final draft Controls Assurance Management Group for noting.	June 2020 (date tbc)	Controls Assurance Management
Final draft AGS to Executive Management Board	July 2020 (date tbc)	Executive Management Board
Report to Governance Committee for final approval of AGS.	27th July 2020	Governance Committee
Signed by Chief Executive and Leader of the Council.	31st July 2020	Risk & Insurance Manager