

Annual Governance Statement 2014/15 - Process and

Action	Meeting / Target Date
Report to Governance Committee to outline the assurance gathering process to support development of the 2013-14 AGS.	9th Feb 2015
Review and update the 'AGS - Self Assessment Statement' document to ensure that it remains aligned with good practice.	9th - 27th February 2015
Review of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	2nd -23rd March 2015
Issue 'AGS Self Assessment Statements' to Directors for completion	1st April 2015
Return of completed 'AGS Self Assessment Statements' and completion of Assurance Framework document.	24th April 2015
Validation of self assessments by Internal Audit.	27th April - 8th May 2015
Draft AGS developed in consultation with Controls Assurance Management Group . NOTE: further ad hoc meetings may be required and will be arranged as necessary.	15th May 2015
Report to CMT to review the draft 2013-14 AGS.	19th May 2015
Report to Governance Committee to review draft 14-15 AGS.	May/July 2015? (tbc)
Submission of final draft of AGS to Council Management Team.	August 2015 (TBC)
Final draft AGS to CAMG for noting.	September 2015 (TBC)
Report to Governance Committee for final approval of AGS.	September 2015 (tbc)
Signed by Chief Executive and Leader of the Council.	30th September 2015

AGS timelines

Responsibility

Governance Committee

Risk & Assurance Manager

Risk & Assurance Manager

Risk & Assurance Manager

Council Management Team

Chief Internal Auditor

Controls Assurance Management Group

Council Management Team

Governance Committee

Council Management Team

Controls Assurance Management Group

Governance Committee

Risk & Assurance Manager