

Annual Governance Statement 2015/16 - Process and timelines

Action	Meeting / Target Date	Responsibility
Report to Governance Committee to outline the assurance gathering process to support development of the 2015-16 AGS.	8th Feb 2016	Governance Committee
Review and update the 'AGS - Self Assessment Statement' document to ensure that it remains aligned with good	9th - 19th February 2016	Risk & Assurance Manager
Review of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	1st - 18th March 2016	Risk & Assurance Manager
Issue 'AGS Self Assessment Statements' to Service Directors for completion	1st April 2016	Risk & Assurance Manager
Return of completed 'AGS Self Assessment Statements' and completion of Assurance Framework document.	25th April 2016	Council Management Team
Validation of self assessments by Internal Audit.	26th April - 13th May 2016	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.	16th May 2016	Controls Assurance Management Group
Report to CMT to review the draft 2015-16 AGS.	24th May 2016 (Provisional)	Council Management Team
Report to Governance Committee to review draft 15-16 AGS	June 2016 (tbc)	Governance Committee
Submission of final draft of AGS to Council Management Team.	August 2016 (TBC)	Council Management Team

