APPENDIX 1

Annual Governance Statement 2018/19 - Process and timelines

Action	Meeting / Target Date	Lead/Responsible body
Review of the Code of Corporate Governance against current CIPFA/SOLACE guidance.	28th Jan - 1st Feb 2019	Service Lead - Risk, Insurance, Assurance & Audit
Review the 'AGS - Service Directors Self Assessment Statement' document to ensure that is remains fit for purpose.	30th Jan - 4th Feb 2019	Service Lead - Risk, Insurance, Assurance & Audit
Report to Governance Committee to outline the assurance gathering process to support development of the 2018-19 AGS.	11th Feb 2019	Governance Committee
Issue 'AGS Self Assessment Statements' to Service Directors for completion	15th Feb 2019	Service Lead - Risk, Insurance, Assurance & Audit
Return of completed 'AGS Self Assessment Statements' and completion of Assurance Framework document.	1st March 2019	Service Directors /Service Lead - Risk, Insurance, Assurance & Audit
Review /validation of self assessments by Internal Audit.	4th - 8th March 2019	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.	18th March 2019	Controls Assurance Management Group
Council Management Team review of the draft 2018-19 AGS.	w/c 25th March 2019	Council Management Team
NOTE: First draft of AGS required by end March for incorporating into the draft Statement of Accounts document		
Report to Governance Committee to review draft 2018-19 AGS.	June 2019 (date tbc)	Governance Committee
Final draft Controls Assurance Management Group for noting.	June 2019 (date tbc)	Controls Assurance Management Group
Final draft AGS to Council Management Team.	July 2019 (date tbc)	Council Management Team
Report to Governance Committee for final approval of AGS.	July 2019 (date tbc)	Governance Committee
Signed by Chief Executive and Leader of the Council.	26th July 2019	Service Lead - Risk, Insurance, Assurance & Audit