AGS 2017 / 2018 Process

APPENDIX 1

Action	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Jan 2019	Feb 2019	Mar 2019
Meet Directors, Departmental Management Teams and Company Representatives										
Plan the process for obtaining assurances from Corporate Directors and other significant partners										
Review 2016/17 AGS and take update to Audit Committee										
Update to Corporate Governance Steering Group										
Confirm significant partners and groups										
Revise and circulate questionnaires to obtain assurance										
Produce Internal Audit Annual Report with Head of Audit opinion										
Review extent to which the Council complies with the Local Code										
Review of Assurance sources available:Partnership arrangements										
Corporate Director Assurance Statements										
 Statutory Officers - 151 Officer, Monitoring Officer, Head of Paid Service Other sources of assurance including: 										
 Key Officers, including those with responsibility Internal Audit, Performance, Risk and HR 										
 External Assurances including external inspections 										

Action	Jan 2018	Feb 2018	Mar 2018	May 2018	Jun 2018	Jul 2018	Jan 2019	Feb 2019	Mar 2019
Draft AGS, outlining the governance environment and any significant governance issues that need to be disclosed									
Take report to Audit Committee as the committee responsible for monitoring compliance with the Local Code									
Consider Issues from External Audit Annual Letter									
Report Final AGS to Audit Committee with Statement of Accounts									
Prepare / follow-up mid year report to Audit Committee for first meeting of new year									