| Action |  | $\infty$ $\stackrel{\infty}{\bar{N}}$ $\stackrel{0}{\otimes}$ $\stackrel{0}{4}$ | $\begin{aligned} & \stackrel{\infty}{\sim} \\ & \stackrel{N}{N} \\ & \underset{\Sigma}{\infty} \end{aligned}$ | $\begin{aligned} & \infty \\ & \stackrel{\infty}{N} \\ & \stackrel{\vdots}{4} \end{aligned}$ |  | $\begin{aligned} & \stackrel{\infty}{\mathcal{D}} \\ & \underset{\sim}{N} \\ & \stackrel{c}{\leftrightharpoons} \end{aligned}$ | $\frac{\infty}{\frac{\infty}{2}}$ | $\begin{aligned} & \text { O } \\ & \stackrel{\rightharpoonup}{N} \\ & \text { N } \\ & \text { ָ } \end{aligned}$ | O N N O O | O N N N N |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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: <br> - Partnership arrangements <br> - Corporate Director Assurance Statements <br> - Statutory Officers - 151 Officer, Monitoring Officer, Head of Paid Service <br> - Other sources of assurance including: <br> - Key Officers, including those with responsibility Internal Audit, Performance, Risk and HR <br> - External Assurances including external inspections |  |  |  |  |  |  |  |  |  |  |


| Action | $\begin{aligned} & \infty \\ & \stackrel{\infty}{N} \\ & \text { N } \\ & \text { N } \end{aligned}$ | $\infty$ $\stackrel{\infty}{N}$ $\stackrel{0}{0}$ $\stackrel{0}{4}$ | $\begin{aligned} & \infty \\ & \stackrel{\infty}{N} \\ & \underset{\sim}{N} \\ & \hline \end{aligned}$ | $\begin{aligned} & \infty \\ & \stackrel{\infty}{N} \\ & \stackrel{\rightharpoonup}{\mathbf{o}} \end{aligned}$ | $\begin{aligned} & \infty \\ & \stackrel{\infty}{N} \\ & \underset{\sim}{N} \\ & \underset{\sim}{N} \end{aligned}$ |  | $\frac{\infty}{\frac{\infty}{2}}$ | $\begin{aligned} & \text { O } \\ & \stackrel{N}{N} \\ & \text { N } \end{aligned}$ | O N N O Li | O N N N N |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 |  |  |  |  |  |  |  |  |  |  |

