AGS 2020 / 2021 Process Appendix 1

Action	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021		Sep 2021		Jan 2022	Feb 2022
Meet Directors, Departmental Management Teams and Company Representatives								$\neg$		$\neg$	$\neg$	П
Plan the process for obtaining assurances from Corporate Directors and other significant partners											$\Box$	$\neg$
Review 2019/20 AGS and take update to Audit Committee												$\neg$
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										П	$\neg$	П
Partnership arrangements												
Corporate Director Assurance Statements												
Statutory Officers - S151 Officer, Monitoring Officer, Head of Paid Service												
Other sources of assurance including:												
o Key officers, including those with responsibility for Internal Audit,												
Performance, Risk and HR												
o External Assurances including external inspections												
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 the February meeting of the new year												