

Timetable for Preparation of the 2007/08 AGS

Action	Target Completion Date
Completion of amendments to Directorate and Corporate key control self assessments by Internal Audit	31/01/08
Deadline for receipt of Directorate key control self assessments	30/4/08
Deadline for the completion of the Corporate key control self assessment	30/4/08
Deadline for receipt of Directorate Assurance Statements	9/5/08
Deadline for receipt of Chief Executive, S151 and Monitoring Officer Disclosure Statements	9/5/08
Completion of exercise for mapping the Council's Governance processes and evidence gathering (by Internal Audit)	9/5/08
Deadline for the receipt of control/governance related issues from Members	9/5/08
Consideration of identified control weaknesses by OGG, for possible inclusion in the AGS	16/5/08
Deadline for the preparation of the draft AGS and circulation to OGG	23/5/08
Consideration of the draft AGS by CMT	4/6/08
Completion of the formal consultation on the draft AGS with the Leader and Chief Executive	11/6/08
Final amendments to the AGS to be completed	13/6/08
Audit and Governance Committee to receive the Annual Report of the Chief Internal Auditor, and the Review of the Effectiveness of Internal Audit.	26/6/08*
Audit and Governance Committee to consider the draft Annual Governance Statement	26/6/08*

Annex 1

Executive to receive the Annual Governance Statement (together with the 2007/08 Statement of Accounts)	30/6/08*
Full Council to approve the Annual Governance Statement (together with the 2007/08 Statement of Accounts)	30/6/08*
AGS to be signed by the Leader and Chief Executive	30/6/08*

* dates of meetings to be confirmed.