

Appendix 2

ANNUAL GOVERNANCE STATEMENT TIMETABLE

| Deadline | Responsibility | Action |
|-----------------|---|---|
| Throughout year | | 1/4ly updates of the Strategic Risk Register |
| | Chief Internal Auditor | Internal Audit reports |
| | External Auditor | External Audit reports |
| | All Managers | Management reports |
| | | Other sources of assurance |
| April/May | All Managers | Managers Assurance Statements completed (to include RIPA statement) |
| | Chief Finance Officer | Preparation of the Annual Governance Statement |
| | CMT | Annual Governance Statement considered |
| July | Chief Internal Auditor | Internal Audit Annual report presented to Audit Committee |
| | Chief Internal Auditor | Internal Audit Annual report presented to Audit Committee |
| | Chief Finance Officer, Leader and Chief Executive | Annual Governance Statement signed by Leader and Chief Executive |
| | Audit Committee | Annual Governance Statement published |