

Appendix 2

ANNUAL GOVERNANCE STATEMENT TIMETABLE

Deadline	Responsibility	Action
Throughout year	Chief Internal Auditor and Corporate Management Team	1/4ly updates of the Strategic Risk Register
	Chief Internal Auditor	Internal Audit reports
	External Auditor	External Audit reports
	All Managers	Management reports
	Assurance Governance Group	1/4ly meetings
	Various	Other sources of assurance
April/May	All Managers	Managers Assurance Statements completed (to include RIPA statement)
	Director of Finance and Performance (Chief Finance Officer – S. 151 Officer)	Preparation of the Annual Governance Statement
	CMT	Annual Governance Statement considered
June/July	Chief Internal Auditor	Internal Audit Annual report presented to Audit Committee
	Chief Internal Auditor	Internal Audit Annual report presented to Audit Committee
	Director of Finance and Performance (Chief Finance Officer – S. 151 Officer), Leader and Chief Executive	Annual Governance Statement signed by Leader and Chief Executive
	Audit Committee	Annual Governance Statement published