

**Proposed Timetable for the
Annual Governance Statement Process 2022/23**

Date	Detail
13 th February	AGS Preparation/Timetable Report to Audit Committee
28 th February – 5 th April	Heads of Service to complete their Management Assurance Statements
7 th April – 20 nd April	System Owners to complete their Assurance Statements
21 st April – 28 th April	Assistant Directors to complete their Assurance Statements
1 st May – 11 th May	Directors to complete their Assurance Statements Quality Assurance Network review statement return and pick up common action plan areas
19 th May	Draft AGS shared with AD group Draft AGS sign off by Monitoring Officer Draft AGS sign off by Section 151 Officer
30 th May	Draft AGS review by Chief Executive Draft AGS endorsed by the Cabinet Portfolio Holder for Resources and Leader of the Council
24 th July	Proposed final AGS report to Audit Committee for review
27 th July	Proposed final AGS report to Governance Committee for approval and to Full Council for information following approval
31 st July	Leader of the Council and Chief Executive to sign approved AGS