

## Annual Governance Statement Process Summary Flowchart

<b>Step</b>	<b>Timescale</b>	<b>Activity</b>
1.	December	Consider whether benchmarking should be carried out with other local authorities. Usually every three years.
2.	January	Check for updates to requirements or guidance on the production of the AGS.
3.	January	Start writing AGS, send to internal subject matter experts and internal audit for comment. Action Plan update from previous year to Committee.
4.	February	Share draft AGS with Director of Law and Assurance and Director of Finance and Support Services
5.	Late February	Share draft AGS with Executive Leadership Team
6.	March	Draft AGS to Regulation, Audit and Accounts Committee and to external audit.
7.	April	Final comments on AGS from Executive Leadership Team. Directorate assurance statements and action plan outturns also prepared.
8.	May	Check draft with Chief Executive and Leader. Final draft to internal and external audit.
9.	July	Final AGS considered and approved by RAAC, including new Action Plan and any uncompleted actions from previous year. Signed off by Chief Executive and Leader.
10.	September	Action Plan Update to RAAC