

Appendix 1

Action Plan to enable the production of the Annual Governance Statement for 2020/21

Actions Required	Completion date
<ul style="list-style-type: none"> Accounts and Audit Committee to receive report outlining the Authority's approach to the Annual Governance Statement for 2020/21. 	23 rd March 2021
<ul style="list-style-type: none"> Obtain assurance on risk management processes / management of strategic risks – final update of Strategic Risk Register for 2020/21 to be agreed by CLT and reported to the Accounts and Audit Committee. 	April 2021
<ul style="list-style-type: none"> Production of the Annual Head of Internal Audit Report and opinion – based on work completed by the Audit and Assurance Service during 2020/21 providing assurance relating to key systems, procedures and controls in place across the Council. 	June 2021
<ul style="list-style-type: none"> Review and evaluation of the Authority's actual position in relation to its Corporate Governance Code. Complete collation of evidence to support the production of the draft Statement. 	May/June 2021
<ul style="list-style-type: none"> Production of a first draft of the Annual Governance Statement and updated Corporate Governance Code for review by / comment from senior officers (co-ordinated by Democratic Services in consultation with CLT). 	June 2021
<ul style="list-style-type: none"> Updated Corporate Governance Code and completed Draft Annual Governance Statement for 2020/21 to be agreed by the Chief Executive and Leader and shared with the External Auditor (end of May) and Accounts and Audit Committee (June). 	July 2021
<ul style="list-style-type: none"> Final Annual Governance Statement 2020/21, signed by the Chief Executive and Leader, to be submitted to accompany the final accounts and approved by the Accounts and Audit Committee. 	September 2021