

ANNUAL GOVERNANCE STATEMENT PREPARATION 2009-10

Corporate Director (Resources)

1 Purpose

- 1.1 The purpose of this report is to update the committee on the process and timetable for developing the Annual Governance Statement for 2009/10.
- 1.2 The preparation and publication of the Annual Governance Statement (AGS) is a statutory requirement of the Accounts and Audit Regulations. The Council is required to “conduct a review at least once in a year of the effectiveness of its system of internal control” and to prepare a statement on internal control “in accordance with proper practices”.

2 Recommendations/for decision

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| 2.1 The committee is requested to note the timetable and process for producing the Annual Governance Statement. |
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3. Supporting information

- 3.1 The Annual Governance Statement draws upon the management and internal control framework of the Council especially the work of internal and external audit and the Council’s risk management framework. In particular the independent report of the Council’s Audit Manager is a significant factor in determining the position to be reported. **Appendix A** shows the Annual Governance Assurance Framework.
- 3.2 Another key source of assurance is the internal control self assessments that are completed bi-annually by Heads of Service. The deadline for completion of these is 13 March 2010. Any significant issues arising from these will be included in the final Annual Governance Statement.
- 3.3 The timetable for the production of the Annual Governance Statement is dictated by the statutory requirements for the production of the Council’s Annual Accounts. The timetable is attached at **Appendix B**.
- 3.4 This means that the draft Annual Governance Statement will be presented to the Audit Committee meeting on 15th March 2010. Whilst the draft will contain the substantial information gathered from the assurance process it may be subject to further alterations if any other issues arise before the final document is prepared.
- 3.5 The final version of the Annual Governance Statement will be presented to the Audit Committee for approval at its meeting in June 2010. Once approved, it will be formally signed by the Leader and Chief Executive and included in the Council’s accounts.

4. Options considered

4.1 None – this is a statutory requirement.

5. Reasons for Recommendation

5.1 To comply with legislation

6. Resource implications

6.1 Completion of the AGS will be resourced from within existing budgets.

7. Response to Key Aims and Objectives

7.1 The AGS is an integral part of AVDC’s annual accounts and requires formal consideration and reporting at Committee.

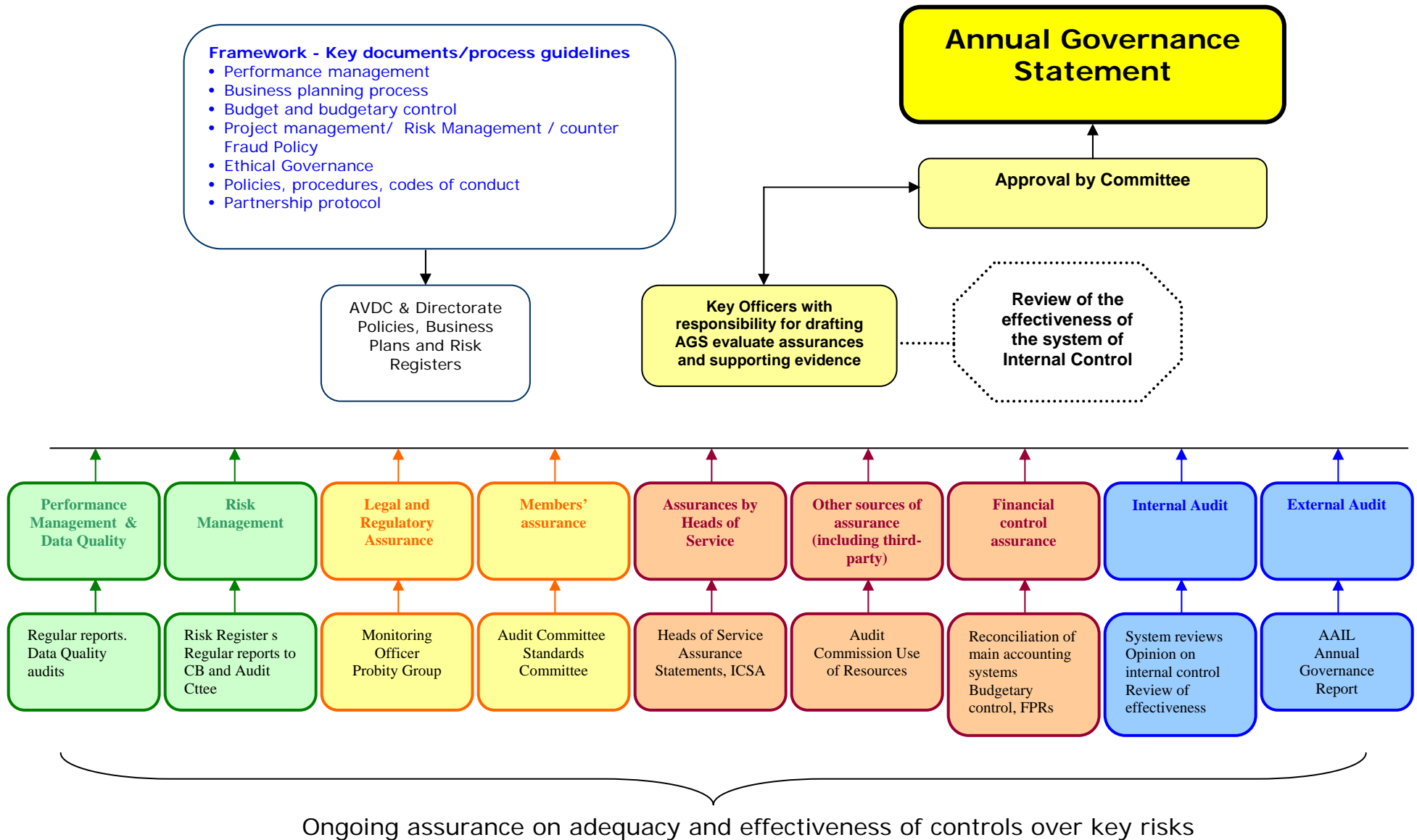
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Background Documents

Names of Background documents

ANNUAL GOVERNANCE STATEMENT FRAMEWORK



ANNUAL GOVERNANCE STATEMENT PREPARATION TIMETABLE

