

| Action | Responsible Officers | When? |
|--|------------------------------|-------------------------|
| review the Significant Control & Governance Issues identified in the 2007/08 AGS | AGS working group | October 2008 |
| establish current progress towards improvement / resolution of the issues (and supporting evidence) | Specific Senior Managers | October 2008 |
| draw up the management action plan and risk register for the outstanding issues | AGS working group / SMB | October 2008 |
| AGS update to PSC | Audit Manager | November 2008 |
| 1st review of management action plan | AGS working group | December 2008 |
| first draft of 2008/09 AGS – using the 2007/08 AGS as our template but updated to reflect current situation and the minor amendments suggested by Audit Commission | Audit Manager | January 2009 |
| review of evidence already in place to support draft AGS | Audit Manager | January 2009 |
| begin programme of additional evidence gathering e.g. Directors and Service Heads management assurance statements which we did not have last year | All Senior Management | January / February 2009 |
| 2nd review of management action plan | AGS working group | March 2009 |
| evaluation of evidence and consideration of any outstanding Significant Control & Governance Issues from 2007/08 or any new ones included in the draft AGS | AGS working group | March 2009 |
| initial draft AGS completed and forwarded to AGS working group for consideration | Audit Manager | March / April 2009 |
| initial draft present to SMB | AGS working group | April / May 2009 |
| AGS update to PSC to include review of initial draft AGS | Audit Manager | May 2009 |
| Final draft present to SMB (if radically changed by PSC) | AGS working group | May / June 2009 |
| PSC Report and final draft AGS to Committee Section for inclusion in Agenda papers for June 2009 meeting | Audit Manager | June 2009 |
| AGS approval at Performance Select Committee | Audit Manager | June 2009 |
| AGS approval at Finance and Administration Committee | Director of Central Services | June 2009 |