

**Process for Preparation of AGS**

| Date               | Steps   |
|--------------------|---|
| 18 December 2013   | Report to Audit Committee for endorsement of process  |
| Late December 2013 | <ul style="list-style-type: none"> <li>• Send out questionnaire to all Heads of Service for self assessment and obtaining information/evidence.</li> <li>• Send out questionnaire to Overview &amp; Scrutiny Chairs</li> </ul>              |
| February 2014      | <ul style="list-style-type: none"> <li>• Where appropriate internal challenge by the Working Group of the questionnaires returned by Heads of Service.</li> <li>• Gathering of further information/evidence by the Working Group</li> </ul> |
| March/April 2014   | Working Group prepare draft AGS in the light of information/evidence provided and results of internal challenge.  |
| May 2014           | Draft AGS considered by the Chief Executive, Monitoring Officer and Section 151 Officer.  |
| June 2014          | Working Group amend draft AGS as a result of consideration by Chief Executive, Monitoring Officer and Section 151 Officer.  |
| Early July 2014    | Informal consideration of AGS by Audit Committee members  |
| 16 July 2014       | Report to Audit Committee with draft AGS  |
| August 2014        | Provide information and assist Wales Audit Office in its consideration of AGS   |
| September 2014     | AGS reported to County Council  |