

APPENDIX 3

Process for Preparation of AGS 2016/17

Date	Steps
October/November 2016	<ul style="list-style-type: none"> • Receipt of new CIPFA/SOLACE guidance • Review of questionnaires
December 2016	<ul style="list-style-type: none"> • Send out questionnaire to all Chief Officers for self assessment and obtaining information/evidence. • Send out questionnaire to Overview & Scrutiny Chairs
25 January 2017	<ul style="list-style-type: none"> • Report to Audit Committee for endorsement of process • Receipt of Chief Officer and member questionnaires
February/March 2017	<ul style="list-style-type: none"> • Where appropriate internal challenge by the Working Group of the Chief Officer questionnaires • Gathering of further information/evidence by the Working Group
March/April 2017	Working Group prepare draft AGS in the light of information/evidence provided and results of internal challenge.
May 2017	<p>Draft AGS considered by the Chief Executive, Monitoring Officer and Section 151 Officer, and COT.</p> <p>Working Group amend draft AGS as a result of consideration by Chief Executive, Monitoring Officer and Section 151 Officer.</p>
June 2017	Audit Committee Members consideration of draft AGS
June 2017	<p>Report to Audit Committee with draft AGS</p> <ul style="list-style-type: none"> • Accepted subject to amendments; or • Further amendments needed
August 2017	<p>Make amendments as necessary.</p> <p>Provide information and assist Wales Audit Office in its consideration of AGS</p>
September 2017	<p>If necessary, to Audit Committee for acceptance after amendments.</p> <p>AGS reported to County Council</p>