

Annex 1 NRW B O 14.14 Timetable for the production and sign-off of Annual Report & Governance Statement

Task	Deadline	Status
Formalise roles and responsibility for Annual Report	Oct 2013	Completed
Draft proposed format and discuss direction with Chair of ARAC	Nov/Dec 2013	Completed
Produce draft Annual Report Outline and skeleton proposed content and share with Chair of ARAC and Chief Executive	Jan 2014	Scheduled
Implement recommended changes and start collecting data and carrying-out effectiveness assessment.	Feb 2014	Scheduled
Report progress to ARAC	March 2014	Scheduled
Communicate remuneration details with individual Board members and agree Remuneration report section with Chair of the Committee	April 2014	Scheduled
Agree Foreword with Chairman/Chief Executive	April 2014	Scheduled
Finalisation of Annual Report	Apr – May 2014	Scheduled
Annual Report discussed and noted by Executive Director Team	May 2014	Scheduled
Annual Report Approved by ARAC	May 2014	Scheduled
Share with WG Sponsorship Division	May/June 2014	Scheduled
Annual Report & Accounts Sign-off	July 2014	Scheduled