

Corporate Governance and Audit Committee

Annual Report 2007 – 2008



Foreword from the Chair

I am pleased to present the first annual report of the Corporate Governance and Audit Committee. It records real progress in achieving the degree of independence, vigilance and thoroughness demanded by modern standards of corporate governance throughout the public sector. It also indicates the breadth of the Committee's work in pursuit of the goal that every aspect of the Council's work should be compliant with those standards and transparent to its stakeholders. Most importantly, the report demonstrates the impact of the Committee's work, and the extent to which it has been concerned with laying firm foundations for future governance.

In a recent meeting with Audit Committee Chairs from the UK's other core cities, I was pleased to note that Leeds City Council is performing well in our adoption of best practice; inevitably however, there is progress still to be made in a number of areas. These include the strengthening of governance relationships with the Council's partner organisations, given the increasing importance of inter-agency working.

I record my thanks to the members of the Committee, to Council officers for their challenging support, to KPMG (the Council's external auditors) for their rigorous professionalism, and to the Local Government Ombudsman for helping us discharge our obligations to all the citizens of Leeds. I would like in particular to express my appreciation of the work of Councillor Elizabeth Minkin, who is retiring from the Council after 20 years of distinguished service.

Cllr John Bale

Introduction

Background

The Corporate Governance and Audit Committee was established in March 2005. The Committee replaced the Council Business Committee taking on their functions and some additional functions relating to internal audit, compliance with statutory and other guidance and internal control. It held its inaugural meeting on 19th April 2005.

Corporate Governance is a phrase used to describe how organisations direct and control what they do. For local authorities this also includes how a council relates to the communities that it serves. Good corporate governance requires local authorities to carry out their functions with integrity and in a way that is accountable, transparent, effective and inclusive. The Council's Code of Corporate Governance provides more information regarding corporate governance at Leeds.

Membership

In accordance with best practice guidance produced by the Chartered Institute for Public Finance and Accountancy (CIPFA) the Committee reviewed its membership in April 2006 to ensure appropriate independence from the Executive Board. The members of the Committee for 2007-2008 are set out below:

Councillor John Bale (Chair)

Councillor David Blackburn

Councillor Colin Campbell

Councillor Geoffrey Driver

Councillor Robert Gettings

Councillor Elizabeth Minkin

Mike Wilkinson, the Independent Chair of the Standards Committee is a non-voting co-opted member of the Committee.

Terms of Reference

In summary the Committee is responsible for the Council's arrangements relating to:

- external audit;
- internal audit;
- risk management;
- the internal control environment (corporate governance arrangements);
- compliance with statutory and other guidance;
- considering and making proposals for amendments to the Council's Constitution;
- approving the Accounts; and
- approving the Annual Governance Statement.

The full terms of reference are attached at appendix one.

The Annual Report

Effective audit committees help raise the profile of internal control, risk management and financial reporting issues. They enhance public trust and confidence in the governance of the Council. As such, the Corporate Governance and Audit Committee has resolved to produce an annual report for presentation to full Council for two reasons:

- to demonstrate the impact of its work over the last year; and
- to raise awareness of corporate governance across the Council.

The Work of the Committee 2007 – 2008

The following section provides a summary of the work that the Committee has undertaken over the last year, including the impact that work has had on the effectiveness of the Council's overall corporate governance arrangements. It is divided up according to the different elements of the Committee's terms of reference.

External Audit

External audit is an essential part of the process of ensuring public money is spent accountably. The Council's external auditors are KPMG. Their work is guided by an annual audit plan which details the work they will complete over the coming year. The plan is based on any areas of risk to the Council that are identified in the corporate risk register and on in-input from Members and officers. During 2007-08 the auditors produced a number of reports, which were received by the Committee and published on the Council's website.

► East and South East Leeds (EASEL) Regeneration Project – Risk Review

In November 2007 the Committee received a report regarding a risk review of the Joint Venture Company being established between Leeds City Council and Bellway plc to deliver an ambitious, housing led initiative targeting some of the most deprived wards in the City. The report considered the risks associated with the operation of the Joint Venture Company to assist the Council in avoiding the problems encountered by other organisations setting up similar arrangements. The KPMG report also considered what might be a suitable approach to performance management.

The Committee resolved that the governance arrangements for EASEL must ensure a clear separation between the role of Leeds City Council

officers appointed to the EASEL board and those officers responsible for monitoring performance on behalf of the council. The Committee also stressed the need to find a balance between robust controls and a flexibility that will enable the Council to pursue its priorities in later years.

In April 2008, the Committee received a further report providing them with the opportunity to comment on the draft governance arrangements for EASEL. The Committee resolved to recommend to the Executive Board that, in signing the management agreement for the EASEL project, they seek greater clarity from officers regarding which decisions will no longer be subject to the Council's constitutional arrangements, and what alternative arrangements will be in place to ensure that decisions are taken in an informed, transparent way which is open to the scrutiny of the public and Members.

Impact

By receiving these reports the Committee was able to directly influence the arrangements established for the EASEL project with a particular focus on governance issues, especially decision-making.

► **Children and Young People's Agenda: Partnership Working**

Also in November 2007 the Committee received a report on the 'Children and Young People's Agenda: Partnership Working'. The purpose of the audit was to provide the Council with an assessment of whether the arrangements are performing effectively and to identify any key issues for improvement.

The Committee commented on the complex nature of the Children's Trust arrangements in Leeds and welcomed the opportunity to develop their understanding. The Committee sought assurance that the arrangements operate effectively at a local level and, as such,

requested that officers prepare a report back on the operation of local arrangements.

The report the Committee received in March provided a description of the developing arrangements at a local level. The Committee commented on the complexity of the arrangements and asked a number of questions of officers regarding how responsibility for individual services is established at the local level. The Committee will monitor this issue during 2008-09 and have requested that officers report back on a number of specific issues in September 2008, as set out below:

- how and to whom responsibility for delivering children's services has been delegated, with specific reference to the Council's functions;
- details regarding the commissioning arrangements that have been established and what accountability arrangements are in place where services are commissioned; and
- how the various elements of the children's services governance arrangements (e.g. clusters, area management boards, wedge partnerships) are able to influence decision-making.

► **The Annual External Audit Plan**

The Committee is further developing its role in this area by having greater involvement in the development of the external audit plan for the next municipal year.

The Committee received a report in March 2008 regarding the audit plan for 2008-09. They particularly supported KPMG's proposal to include Health Inequalities and Scrutiny as areas for review. They also requested that the auditors consider including a review of the current children's services arrangements.

Impact

This process has helped to strengthen governance at Leeds by ensuring that the valuable work of the auditors is focussed, not only where there are perceived risks, but in areas felt to be significant by elected Members.

► **Other Reports**

Other reports received by the Committee this year were:

Report	Committee Resolution
Waste Management Review	The Committee resolved to receive update reports as this project develops so they can maintain an overview of the effectiveness of the governance arrangements. The Committee also stressed the importance of keeping Members informed of the key decisions made in relation to the waste solution.
Identification of Non-Priorities and Distribution of Resources	The Committee resolved to note the content of the report, they also requested that officers prepare a report for a future meeting applying the Council's project management methodology to a case-study.
Building Capacity Review	The Committee noted this report.
E-Government Benefits	The Committee noted this report.

Internal Audit

Internal audit is an independent function established by the Council to objectively examine, evaluate and report on the adequacy of the corporate governance arrangements. Reports issued by internal audit provide a key source of assurance to the Committee that the governance arrangements in place are functioning correctly. The Committee is also responsible for monitoring the performance of internal audit.

At their meeting on the 29th June 2007 the Committee received the annual internal audit report looking back at work completed and issues identified in the previous municipal year. The Committee raised two issues that were of particular interest: the governance in place when providing grants to voluntary organisations and the internal audit arrangements of the Arms Length Management Organisations (ALMOs).

At their meeting of the 14th January 2008 the Committee received the half-year update report which again raised concerns regarding the internal audit arrangements for one of the ALMOs. The Committee expressed their concern at the failure of the ALMO to implement internal audit, which was identified as a risk to the Council. They requested an urgent report back from relevant officers regarding this matter.

Impact

The Committee's involvement in this matter ensured the risks to the Council were fully understood and has, through regular reports and monitoring, ensured that appropriate action was taken.

Risk Management

Risk management is defined as the effective management of threats and opportunities in order to enhance the delivery of Council services. Good risk management practices enable the Council to make better decisions, and enhance its ability to achieve its objectives. The Committee receives both an annual report and regular update reports from the Chief Officer (Audit and Risk) regarding key risk and business continuity management developments across the Council and its strategic partners.

► Annual Report

At their meeting on the 29th June 2007 the Committee received the annual report on risk management arrangements for 2006-07. The report focussed on the following key issues:

- the management and oversight of the Council's corporate risk register;
- developing departmental risk registers;
- risk management within projects;
- business continuity planning, particularly in relation to influenza and ICT; and
- training.

The Committee noted the work that had been undertaken by the risk management unit over the previous year. They also expressed a wish to develop their own knowledge and understanding of risk management in order to ensure that they are able to make an effective contribution to the development of risk management at Leeds. A separate briefing session on risk management was delivered to the Committee on 27th September 2007.

► The Corporate Risk Register

The Committee received the second of its regular update reports at its meeting on the 28th November. This provided an update on all the areas covered in the annual report, and informed the Committee of the results

of a benchmarking exercise comparing Leeds City Council's approach to risk management, and in particular to the corporate risk register, to that of the other Core Cities.¹ Further to the results of that exercise the Committee requested that further consideration be given to the publication of the Leeds corporate risk register, taking into account the principle that information should be available and accessible to the public to ensure transparent governance.

Impact

The Council is currently preparing a risk register which could be made accessible to the public when it is received and formally considered by the Council early in the new municipal year.

The final update report of the year was received by the Committee at their meeting on the 23rd April. Members were particularly interested in the fact that two critical services had not yet completed business continuity plans. Members were informed that while one of the services had made significant progress in preparing a plan the other remained a concern. The Committee requested that the issue be immediately brought to the attention of the appropriate Executive Member and that they continue to be updated on the matter.

Corporate Governance / Internal Control

In addition to the specific role the Committee has in relation to audit and risk management it has a broad responsibility for reviewing the adequacy of the Council's wider corporate governance arrangements. It receives a number of regular and ad hoc reports which provide assurance that the Council's arrangements are operating effectively, these are summarised below.

¹ The Core Cities are Birmingham, Bristol, Leeds, Liverpool, Manchester, Newcastle, Nottingham and Sheffield.

► Local Government Ombudsman

At their meeting on the 27th September 2007 the Committee received the Local Government Ombudsman's letter for 2007-06. The Ombudsman for the region, Anne Seex, attended the meeting in order to present the letter and respond to any questions. The Ombudsman's letter provided a key assurance to the Committee that, in general, there are robust and effective mechanisms in place for dealing with complaints. Members also identified key areas for improvement raised in the letter, in particular, the need to ensure that good quality information is provided to the Ombudsman when the Council is first notified of a complaint. The Committee requested that officers in customer services keep them updated of actions taken to improve the quality of responses sent to the Ombudsman.

Impact

The Committee received an update report from the Chief Officer (Customer Services) at their meeting of the 6th February. This report informed the Committee of the new procedures established, on the Committee's urging, to ensure good quality responses to the Ombudsman.

In both September and February the Chief Officer (Customer Services) also provided the Committee with a commentary and analysis of complaints received during the preceding 5 month period. This enabled the Committee to identify any trends in complaints which might indicate a breakdown in governance controls. No significant trends were identified, however this is a valuable way in which the Committee receives assurance that the Council's governance arrangements are operating effectively.

► Partnerships Governance Arrangements

At their meeting on the 29th June 2007 the Committee received a detailed report updating them on work undertaken by officers throughout 2006-07, at the Committee's request, to respond to the Audit Commission report 'Governing Partnerships – Bridging the Accountability Gap'. The report had identified the governance of partnerships as an area for improvement for many local authorities.

The report presented to the Committee a proposed definition of the Council's significant partnerships and a governance framework which the Committee resolved all partnerships must comply with. The Committee requested a report back in November providing an assurance that the Council's significant partnerships had been identified and governance arrangements established for them.

IMPACT

In November the Committee received a report presenting a list of significant partnerships to the Committee and summarising the governance arrangements in place for them. Completing this list enabled the Council to ensure that it met the Audit Commission's requirement that all significant partnerships are identified and have governance arrangements in place.

The Committee continue to maintain a keen interest in the toolkit which is being developed to support officers in ensuring that robust governance arrangements are in place for all the Council's significant partnerships.

► Delivering Successful Change (Project Governance)

Like the governance of partnerships, the governance of projects, has been a key focus of the Committee's work during 2007-08. 'Delivering Successful Change' (DSC) is the corporate project which is developing a consistent approach to project and programme management for implementation across the Council.

The Committee received the first update report of 2007-08 at their meeting on the 29th June 2007. This report informed the Committee that the Executive Board had:

- approved the Corporate Project Management Framework as mandatory for all Council projects; and
- approved the 'Policy on the Governance of Council Business Change Programmes and Projects' setting out the principles under which the Council's business change programmes and projects will be undertaken.

The Committee received a further update report at their meeting on the 14th January 2008. The Committee was particularly interested in how far the DSC methodology had been implemented across the Council. It was their view that for DSC to be a fully effective governance tool there needs to be evidence that it is being used consistently. The Committee was informed by officers that a proposed Corporate Portfolio and Programme Management function will in future be able to provide assurance regarding implementation. Members were also assured that the use of the DSC methodology should now be compulsory for any new projects.

Members also sought assurance that the methodology includes a requirement to keep relevant Elected Members apprised of the development and implementation of projects. They were informed that

the stakeholder communication plan, which is part of the methodology, should ensure this.

IMPACT

The Committee's view that the DSC methodology must make adequate provision for Member involvement has led to officers redrafting key elements of the methodology to ensure this.

► **Governance information on the Leeds City Council website**

In June 2007 the Committee received the Council's annual Corporate Governance Statement. During their consideration of that item the Committee expressed a particular concern regarding the accessibility of information relating to decision making on the Council's website. The Committee felt that providing this information on the website is an important way in which the Council ensures that decision-making is inclusive and transparent. They requested, therefore, that the Assistant Chief Executive (Planning, Policy and Improvement) improve the accessibility of this information and report back to them regarding his actions.

Impact

At their meeting on the 28th November the Committee received a report on this matter. The report set out a number of improvements that had been made to the website in order to address the Committee's concerns. These included:

- the addition, on the front page of www.leeds.gov.uk of a 'My Council' section which features the major elements of the Council and Democracy section of the website – including an A-Z of Councillors, Council meetings, scrutiny boards and elections and voting;
- the introduction of additional entry points to the information contained on and published through the Democratic Services Information System (DSIS) – this includes Committee meeting agendas and minutes, the Forward Plan and delegated decision notification forms; and
- amendments to the Council and Democracy section of the website to provide descriptive links to the information published through DSIS.

The Committee was pleased with the improvements made but took the opportunity to express the view that the internet could be used as a more effective tool for community engagement. The Committee will receive a report on this matter in the new municipal year.

► Review of Polling Districts, Places and Stations

Under their terms of reference the Committee has the authority to consider and determine any Council function delegated to a Director that the Director decides to refer to them. Under this element of their terms of reference, and with reference to their overall responsibility for the adequacy of the Council's governance arrangements, the Committee

undertook a substantial piece of work to review the Council's current polling arrangements and approve proposals for a new scheme.

In order to give this matter thorough consideration, taking into account all the views received as part of the consultation exercise, the Committee received reports at their meetings on the 28th November 2007, 6th February 2008 and 12th March 2008.

Impact

At the March meeting the Committee agreed a final proposed scheme of polling – for implementation in time for the 2008 elections.

The Committee also resolved that the polling scheme should be looked at again, prior to the next elections, to ensure that the issue of equality of access for electors is addressed.

► **Code of Corporate Governance**

At their meeting on the 19th March 2008 the Committee received a report presenting a revised Code of Corporate Governance for Leeds City Council. The Code is a public statement of the Council's commitment to Corporate Governance which sets out how the Council will meet that commitment.

The Council first published a Code of Corporate Governance in June 2003. Since then the Council has regularly reviewed and updated the Code based on any new guidance. The Code was last updated in July 2005 to reflect the six principles identified in *The Good Governance Standard for Public Services*. In late 2007, following consultation, CIPFA/ SOLACE published *Delivering Good Governance in Local Government – the Framework*. The Framework is based on the six principles originally set out in *The Good Governance Standard*, which have been adapted for local authority purposes. The document is intended as best practice guidance for developing and maintaining a local code of corporate governance. The

revised Code that the Committee received in March reflected this new guidance.

Overall the Committee was happy with the proposed amendments to the Code, although they requested that one of the principles be amended to better reflect the Council's commitment to *encourage* local people to be involved in decision making. They also requested that officers further investigate the possibility of developing additional codes and protocols to govern the relationship between the Members and officers.

IMPACT

The Council now has in place an improved Code which reflects the most recent best practice guidance but which also takes into account the local position in Leeds and the views of Elected Members.

Constitution

One of the Committee's key functions is to consider proposals for amendments to the Council's Constitution and either:

- approve the amendment (where this is within their authority); or
- make recommendations to full Council for amendments.

During 2007-08 the Committee made the following amendments / recommendations:

- to amend Article 4 of the Constitution, which sets out the Councils Budget and Policy Framework, so as to reflect the Council's new corporate planning framework – the amendments removed the Corporate Plan from the Article and added the Leeds Strategic Plan and the Leeds Business Plan;
- to amend the Protocol for the Coordination of External Audit and Inspection Reports so that reports need only be received by the Executive Board on referral from the Corporate Governance and Audit Committee, reducing the duplication of work;
- that the Local Choice Functions (which are set out in Part 3 of the Constitution) to allocate functions under the Local Government and Public Involvement in Health Act, which relate to the local area agreement, be allocated to the Executive; and
- that Council Procedure Rule 26 to be amended to provide for substitute arrangements for the Corporate Governance and Audit Committee.

In January 2008 the Committee was asked, by the Leader of Council, to establish a working group, comprising the elected Members on the Committee, to develop proposals for Constitutional change addressing issues raised by Members in a diagnostic exercise undertaken by the Deputy Chief Executive.

The working group met twice, on the 6th February and the 19th March, and particularly looked at:

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- the content of Article 4, the Council's budget and policy framework, which sets out the Council's decision making framework;
 - the process by which policies in the budget and policy framework are developed, consulted on and approved;
 - the Council's arrangements for scrutiny; and
 - the definition of the Council's most significant decisions.

IMPACT

The Committee made a number of recommendations for amendment to the Constitution when were approved by the Full Council at the annual meeting in May 2008.

Statement of Accounts

One of the Committee's most important statutory roles is to approve the Council's Statement of Accounts. All Members of the Committee received a briefing session on the structure and content of the Accounts at the beginning of the municipal year to support them in carrying out this function.

The Statement of Accounts show how the Council has used public money and demonstrate that the Council has been responsible. The accounts for 2006-07 were received by the Committee at their meeting on 29th June 2007. After being informed by the Chief Officer (Financial Management) of a number of minor changes that had been made since the Committee received the accounts they were approved.

Once the Committee had approved the accounts they were made available to the public to enable electors to inspect them, ask any questions or challenge them. They were also then passed to the Council's external auditors for examination.

At their meeting on the 27th September 2007 the Committee received a report from the external auditors regarding the quality of the accounts. The auditors reported that no material errors had been identified and commented on the smooth running of the audit.

The Committee were updated on new international financial reporting standards which will come into effect in 2009-10 at their meeting on the 23rd April 2008 – to ensure that they remain up to date. A refresher training course on the accounts will be offered at the beginning of the next municipal year.

Corporate Governance Statement

Each year the Council produces a Corporate Governance Statement which is a public statement regarding the adequacy of the Council's corporate governance arrangements. It sets out the arrangements that have been in place for the previous year and also details what actions the Council will take over the forthcoming year to further strengthen its governance.

As the Statement forms part of the accounts it is always received at the same meeting – therefore, the 2007 Statement was approved at the Committee's meeting on the 29th June 2007.

At the same meeting the Committee received a number of annual update reports to support the information contained in the Statement. These included:

- the Standards Committee annual report;
- an annual report on Member development;
- a report on the Council Plan and the Council's performance management framework;
- the annual report on risk management; and
- the annual internal audit report.

The Committee also received a report at their meeting on the 14th January 2008 regarding progress against the Corporate Governance Statement Action Plan – which is based on the areas for improvement identified in the Corporate Governance Statement. Receiving this update provided an opportunity for the Committee to challenge officers on the completion of actions. The Committee was particularly interested in the implementation of business continuity plans within Directorates and asked to be updated in the next risk management update report. For details of their consideration of this item see the section on risk management.

Work Programme for 2008 – 2009

At their meeting on the 23rd April 2008 the Committee agreed a draft work programme for 2008-09.

The work programme is developed with reference to:

- any regular items that the Committee receives, for example the Statement of Accounts, and update reports on risk management, internal audit, ombudsman complaints and project governance;
- any requests for reports that the Committee has made over the previous year, for example on the development of the Council's website to improve community engagement; and
- any emerging areas of local or national interest, for example the Committee will receive reports in 2008-09 on information governance – in particular data security.

The work programme for 2008-2009 is attached at appendix two – other items will be added to this as issues emerge over the course of the year.

Further Information

The following information can be accessed on the Council's website – www.leeds.gov.uk:

- past agendas and minutes for the Corporate Governance and Audit Committee;
- the Council's Code of Corporate Governance, Corporate Governance Statement and Statement of Accounts;
- external audit reports;
- Governance Matters – the bi-monthly newsletter produced by Governance Services; and
- the Council's Constitution.

If you have any specific questions you can also contact the Corporate Governance team by e-mail, cxd.corporategovernance@leeds.gov.uk or by phone on 0113 395 1632.

Corporate Governance and Audit Committee

The Corporate Governance and Audit Committee is authorised to discharge the following functions²:

1. to consider and determine Council (non-executive) functions³ delegated to a Director⁴ where the Director has decided not to exercise the delegated authority and has referred the matter to the Committee.
2. to consider the Council's arrangements relating to accounts including:
 - (a) the approval of the statement of accounts and any material amendment of the accounts recommended by the auditors;
 - (b) the approval of the Statement on Internal Control; and
 - (c) with the exception of any matter, which may result in the accounts being qualified, responding to the Council's auditors in respect of any matter where it is not considered appropriate to make the amendments recommended by the auditors.
3. to consider the Council's arrangements relating to external audit requirements including:
 - (a) agreement and review of the nature and scope of the annual audit plan,
 - (b) the receipt of external audit reports so as to:
 - (i) inform the operation of Council's current or future audit arrangements; and
 - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
4. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
5. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)

² Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

³ These functions, which include those local choice functions, which have been determined as non executive functions, are detailed in Sections 1 and 2 of Part 3 of the Constitution.

⁴ Director" includes those Officers specified in Sections 1 and 2 of Part 3 of the Constitution.

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6. to consider the Council's arrangements relating to internal audit requirements including:
 - (a) considering the Annual Internal Audit Report
 - (b) monitoring the performance of internal audit

 7. to consider proposals to amend the Constitution and make recommendations to full Council⁵

⁵ As outlined in Article 15 of the Constitution

APPENDIX TWO

Corporate Governance and Audit Committee Work Programme 2008-2009

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Meeting Date: 18th June 2008		
Annual Internal Audit Report	To receive a report detailing the work of the internal audit section during 2006/7 and the key findings from the audits that have been undertaken.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Risk Management	To receive and consider a report detailing the progress of the Council in achieving the targets in the Corporate Governance Statement to embed risk management.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Project and Programme Assurance	To receive the annual report on the effectiveness of the Council's arrangements for project and programme assurance.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report of the Standards Committee	To receive a report regarding the annual report of the Standards Committee.	Head of Governance Services Andy Hodson
Annual report on Member Training	To receive a report updating Members on Member training.	Head of Scrutiny and Member Development Peter Marrington

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual Audit and Inspection Letter (Audit Commission)	To receive the Annual Audit and Inspection Letter from the Audit Commission	Chief Officer (Audit and Risk) Tim Pouncey <i>Audit Commission Relationship Manager</i> Head of Policy, Performance and Improvement. Steve Clough
Update Report on complaints to the Ombudsman	To receive the quarterly performance report in relation to complaints to the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Bowes
June 25th 2008		
Corporate Governance Statement	To receive and approve the Council's Corporate Governance Statement for 2007/	Head of Governance Services Andy Hodson
Statement of Accounts	To receive the Council's accounts.	Chief Officer (Financial Management) Doug Meeson
September 30th 2008		
Audited Statement of Accounts	To receive a report detailing any issues with the audited accounts.	Chief Officer (Financial Management) Doug Meeson

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Local Government Ombudsman's Annual Letter	To receive the annual letter from the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Bowes
Annual Report on Corporate Complaints	To receive a report summarising and identifying any trends in relation to all corporate complaints received in 2007-08.	Corporate Customer Relations Manager Wendy Bowes
Children's Services	To receive a report of the Director of Children's Services responding to the Committee's resolution at their meeting on the 19 th March 2008 – to detail accountabilities at a local level.	Director of Children's Services Rosemary Archer
Developing the community engagement portal	To receive a report regarding on-going work to develop the internet for community engagement.	Assistant Chief Executive (Policy, Planning and Improvement) James Rogers
Council Planning Applications	Further to Standards Ctte resolution of the 5 th December to receive a report on the process by which the Council makes planning applications and by which these are decided. The Ctte is to consider this process and whether it provides assurance that the Council deals with these planning applications in the same manner as with others.	Chief Officer (Planning) Phil Crabtree Caroline Allen
CAA Use of Resources – self – assessment	To receive a report detailing the results of the self – assessment exercised carried out by officers in relation to the proposed CAA use of resources key lines of enquiry for 2008 / 09	Chief Officer (Financial Management) Doug Meeson

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Data Security	To receive a report on actions taken by the Council to ensure data security.	Head of Information and Knowledge Management Lee Hemsworth
Leeds Community Foundation	To receive a report providing information regarding the Council's relationship with the Foundation and the governance of the Foundation itself.	Head of Governance Services Andy Hodson
November 26th 2008		
Half Year Internal Audit Report 2007/08	To receive a report detailing the work of the internal audit section to date.	Head of Internal Audit Neil Hunter
Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Governance Statement Action Plan	To receive a report detailing progress made against actions in the Corporate Governance Statement Action Plan	Head of Governance Services Andy Hodson
January 21st 2009		
Standards Committee Update Report	To receive a report summarising the activities of the Standards Committee over the last 6 months	Head of Governance Services Andy Hodson

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Update Report on complaints to the Ombudsman	To receive the regular performance report in relation to complaints to the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Bowes
March 18th 2009		
Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements	Chief Officer (Audit and Risk) Tim Pouncey
April 29th 2009		
Annual Review of the Constitution	To receive a report regarding proposed amendments to the Constitution as a result of the annual review.	Head of Governance Services Andy Hodson
Update Report on complaints to the Ombudsman	To receive the regular performance report in relation to complaints to the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Bowes
Unscheduled Items / Items for 2008-2009		
Project Prioritisation	To receive a report demonstrating the application of project prioritisation.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Report on the governance arrangements in ALMOs and other arms length management organisations.	To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with the ALMOs and other arms length management organisations.	TBC
Update reports on the waste solution programme	To receive regular update reports regarding the governance arrangements in place for the waste solution programme.	Recycling and Waste Manager Pippa Milne