

Corporate Governance and Audit Committee

Annual Report 2008 – 2009



Foreword from the Chair

I have been privileged to Chair this Committee for a second year, and I begin by recording my thanks to my fellow Members and to the officers who have guided our deliberations and carried our recommendations into effect. I am also grateful to those officers, from many different parts of the Council's organisation, who have presented reports to us, and helped us to understand the complexities of their work. It is only through such hard-won understanding that the Committee can provide the assurances it must on the veracity of every aspect of the Council's governance and audit processes - and it is for that reason that members have attended detailed seminars on particular aspects of the Committee's role.

My thanks are also due to Mr Mike Wilkinson, the independent Chair of the Council's Standards Committee, whose membership of Corporate Governance and Audit creates an invaluable link between the two committees; to the Local Government Ombudsman (Ms Anne Seex) who again generously attended in person to present her formal annual Letter to the Council; and to our colleagues from KPMG, the Council's external auditors, who provided us with rigorous independent judgements of process and performance.

The report that follows demonstrates the breadth of the Committee's work, discharged over a programme of ten meetings. In covering such a broad canvas, we have been concerned not to duplicate the work of bodies such as the Council's scrutiny boards, but to work in partnership with them, focussing upon our distinctive role in pursuit of sound governance, transparency, accountability and compliance.

In representing the Council at meetings of the Core Cities Audit Group, I have been able both to learn from the experience of others, and to satisfy myself that Leeds is in the vanguard of good practice. Closer to home, I have been grateful for the support of the joint leaders of Council, and for the growing understanding among elected members of the independent role of the Committee.



Cllr John Bale

Introduction

Background

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 role of the Corporate Governance and Audit Committee is to assess and challenge a range of assurances provided within the Council and those provided externally both by the appointed external auditor and by various inspectorates.

The Council's Code of Corporate Governance provides more information regarding corporate governance at Leeds.

Membership

The members of the Committee for 2008-2009 are set out below:

Councillor John Bale (Chair)

Councillor David Blackburn

Councillor Colin Campbell

Councillor Geoffrey Driver

Councillor Judith Elliott

Councillor Pauleen Grahame

Councillor Mohammed Iqbal

Councillor Graham Kirkland

Councillor Graham Latty

Councillor Neil Taggart

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 reviewing the adequacy of the Council's arrangements relating to:

- external and internal audit;
- risk management;
- the internal control environment (corporate governance arrangements);
- compliance with statutory and other guidance;
- approving the Accounts;
- approving the Annual Governance Statement; and
- making representations to external agencies on behalf of the Council about any matter relating to conduct.

The Committee's Terms of Reference were amended at the Council's Annual meeting, as the Constitutional Proposals Committee (which has since been superseded by the General Purposes Committee) was given the function of considering proposals to amend the Constitution and making recommendations on such matters to full Council. The Terms of Reference were further amended in February 2009, when the Corporate Governance and Audit Committee was given the additional function of making representations to external agencies on behalf of the Council about any matter relating to conduct. The current 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 2008 – 2009

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, and the plan for 2008/09 was agreed by the Committee on 30th June 2008. The plan is developed having assessed areas of risk to the Council that are identified in the corporate risk register and on input from Members and officers. During 2008/09 the auditors produced a number of reports, which were received by the Committee and published on the Council's website.

► Business Continuity Management

On 21st January 2009, the Committee received a report summarising the key findings from KPMG's audit of the Council's Business Continuity Management Arrangements. The review focussed on four Business Units that were chosen from the list of Council agreed 'critical' services:

- Corporate Property Management;
- Adult Services;
- Children's Services; and
- ICT Services.

Four recommendations were made, none of which were deemed to pose 'significant residual risk'. The Committee resolved to note the report, and requested that KPMG alert Members to any concerns that may emerge from the follow-up work planned for 2009/10.

Impact

The Committee has received assurance that the Council's Business Continuity Management Arrangements, which form a key part of the Council's risk management and internal control environment, are sufficiently robust.

► **Delivering Successful Change – a Review of Project Management Arrangements**

This report was presented to the Committee in March 2009, and provided an assessment of the progress made with implementing and embedding the Project Management Framework arrangements element of the Delivering Successful Change (DSC) project across the Council. 10 projects that had self-assessed themselves as compliant with DSC were reviewed in detail. KPMG concluded that overall, the Council has made sound progress in implementing the DSC principles and framework, however some areas for further development were identified.

The Committee resolved to note the report, and commented on the need to strengthen public engagement and consultation with regards to projects, and to ensure that small projects can also use the methodology.

► **The Annual External Audit Plan**

The Committee were consulted on the content of the Annual External Audit Plan for 2009-10 on 30th April 2009. The plan will be submitted for the Committee's approval at the beginning of the next municipal year.

Impact

This process helps 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.

► Review of Costs and Cost Drivers in the Youth Service

This report was presented to the Committee on 12th May 2009. KPMG reviewed Youth Services to investigate the reasons for its position in the Audit Commission's Value for Money profiles, where Leeds City Council is shown to be one of the highest spending local authorities in terms of youth services spend per head.

Five recommendations were made in KPMG's report, none of which were deemed to pose a 'significant residual risk'. The Committee resolved to note the findings of the review and the assurances provided.

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.

In June 2008 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: arrangements in place for Section 106 and Section 278 agreements; and the arrangements in place to identify fraudulent tenancies in Leeds City Council Social Housing stock.

In January 2009 the Committee received the half-year update report which summarised the key findings of Internal Audit during the period April – September 2008. The 8 reviews with limited or no assurance were highlighted, and Members were assured that where necessary, follow-up work would be undertaken.

The results of the review of the effectiveness of Internal Audit were presented to the Committee in June 2008. It was reported that the Council's system of internal audit is fit for purpose. Members agreed that the effectiveness of the Committee itself should also be reviewed, the results of which are due to be presented to the Committee in the next municipal year.

► **Key and Major Decisions Taken by Officers under Delegated or Sub-Delegated Authority 2008/09**

Further to concerns raised by Members regarding the possibility of unconstitutional decisions being made, a review of the control environment that is in place supporting Key and Major decisions taken by officers under delegated or sub-delegated authority, awareness of these requirements by relevant officers, and compliance with existing procedures was undertaken. The results of this were presented to the Committee in May 2009, which highlighted that awareness of the requirements of the Constitution is inconsistent across the Council, which had led to a number of non-compliances.

Several recommendations were made, including developing a programme of formal training and refresher sessions for all officers involved in the

decision making process, centrally monitoring the extent of compliance with the Constitution, and empowering the Head of Governance Services with appropriate escalation procedures in the case of serious or consistent non-compliance.

The Committee resolved to note the recommendations made, requested that a report be produced regarding the follow-up work undertaken as a result of the audit, and asked the Chair to raise the Committee's concerns with senior officers and the Chair of the Executive Board.

Impact

By requesting that the Council's decision making process be reviewed, the Committee has ensured that the Council can learn from instances where the correct procedure has not been followed, and implement changes or further training where necessary.

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 management developments across the Council and its strategic partners.

► Annual Report

At its meeting in June 2008 the Committee received the annual report on risk management arrangements for 2007/08.

The Committee noted the work that had been undertaken by the risk management unit over the previous year. Members highlighted that Eastmoor Secure Unit was the only critical service yet to establish a Business Continuity Management Plan, and requested that an update report on this matter be submitted to the Committee at a future meeting.

An update was presented to the Committee in November 2008, and the Director of Children's Services provided assurance that the Plan would be signed off by January 2009.

Impact

The Committee has ensured that the necessary assurances relating to the Business Continuity Management Plan for Eastmoor Secure Unit were received.

The annual report on risk management for 2009/10 was submitted to the Committee in May 2009. The Committee agreed to continue to review and challenge the Council's risk management arrangements, and attend risk management training sessions and briefings provided by the Risk Management Unit.

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, which are summarised below.

► Local Government Ombudsman

At their September meeting the Committee received the Local Government Ombudsman's letter for 2007/08. 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.

In September the Chief Officer (Customer Services) also provided the Committee with a commentary and analysis of complaints received from May to July 2008. Members noted that the number of complaints were down compared to last year and that there was a significantly improved response time due to the response times on Education Leeds cases received during this period.

► Partnership Governance Arrangements

The annual review of the Governance Framework for Significant Partnerships was submitted to the Committee in November 2008.

Members approved some proposed amendments to the Framework which had arisen from amendments to the Council's Code of Corporate Governance and the production of a governance checklist by the Council's Internal Audit section. The Framework was approved by the Assistant Chief Executive (Corporate Governance) in December 2008, and the Council has now identified its significant partnerships which are kept on a register.

The Committee also participated in a seminar at which the draft Toolkit for Partnership Governance (which explains the requirements of the Framework in more detail) was introduced, and Members were asked to provide comments on the content. The toolkit was launched in May 2009, and training on the Framework and toolkit has been offered to all lead officers and Department Management Teams.

Impact

The Council will now monitor compliance with the Framework on an annual basis, ensuring that the partnerships that the Council is involved in provide value for money, and that there are clear lines of responsibility and accountability.

► **Information Security**

During this municipal year, the Committee has taken a particular interest in the Council's Information Security arrangements. At its meeting in October, the Committee received a report outlining the risks to the Council in relation to information security (incorporating data security), and providing details of how these risks are being addressed. Members requested that a further report be submitted to the Committee regarding the Council's e-mail policy, information retention policy and the rules that Members should adhere to when handling information relating to their

constituents. It was also agreed that an annual report regarding information security should be presented to the Committee.

Due to two data security breaches that occurred within the Council in December 2008 (involving the loss of a memory stick and the theft of a laptop), a report was presented to the Committee which provided an update on the actions taken in light of the incidents. In February, the Committee was provided with the final reports from the investigations into the information security breaches. Members agreed to receive 6-monthly update reports on the implementation of the associated action plans.

The Information Security Annual Report for 2008/09 was presented to the Committee in April 2009. Members commented on the need for officers to have individual responsibility for upholding information security standards, and for targets to be set in relation to achieving ISO 27001. It was resolved that an annual report on Information Security should be submitted to the Committee in the next municipal year, including a target as to when the Council will achieve ISO 27001.

► **Children's Services**

• **Leeds Joint Area Review (JAR)**

The outcomes of the JAR were presented to the Committee in June 2008, in order that it could consider any significant corporate governance matters associated with the implementation of the agreed actions. Members acknowledged the considerable number of major strengths which had been identified by the review, when compared to the number of weaknesses, and agreed to receive a report later in the municipal year providing a progress update on the action plan.

In March 2009, an update report was provided. It was reported that progress had been good overall, however there were key areas where more significant progress was required. Members noted the progress made and the opinions of the Director of Children's Services in relation to progress on the action plan and commented that updates of this nature needed to also take account of any other related inspection reports which may have been received.

- **Annual Performance Assessment of Children's Services 2008**

At its meeting in February 2009, the Committee received a report reviewing the governance issues raised in the 2008 Annual Performance Assessment of Children's Services. Members noted the report.

- **Locality Arrangements**

Further to a report that was submitted to the Committee in March 2008, a report was received in March 2009 regarding developing locality children's trust arrangements in wedges. The Committee was informed that, since the last report was submitted, the Government had released the Apprenticeship, Skills, Learning and Children Bill 2008/09, which will amend the legislation around children's trust arrangements.

Impact

The Chair of the Committee will meet with the Deputy Director of Children's Services to discuss how best to involve Members in advising on the development of governance arrangements within localities.

► **Independence, Wellbeing and Choice Inspection of Adult Social Services 2008**

In January 2009, the Committee was informed of the outcomes of the Independence, Wellbeing and Choice Inspection of Adult Social Services, and the associated action plan. The Committee needed to be assured that the correct arrangements are in place to ensure risks are identified and a framework of accountabilities exists for managing those risks, and commented on the criticisms within the CSCI report relating to the operation of the Adult Safeguarding Board, the chairing of which Members felt should be performed by an independent person. At the Committee's request, reports were brought back to the Committee in March 2009 regarding progress in addressing those concerns.

► **EASEL**

In January 2009, the Committee was informed of the decision making arrangements for the EASEL Joint Venture Company, which were approved by Executive Board on 5th November 2008. The governance arrangements were noted, and Members asked the Head of Easel Project office to ensure that, through ongoing review, the governance arrangements for EASEL continue to protect the Council over the course of the 20 year agreement. Assurance was also requested from KPMG as to whether the governance arrangements are working well in practice.

► **Phantom Tenancies**

As requested by the Committee, a report regarding the measures in place to prevent phantom tenancies was received in November 2008. It was estimated that approximately 10 phantom tenancies occurred each year. The Committee requested that the extent of phantom tenancies be measured more accurately, and the outcome reported at a future meeting

of the Committee. The resultant report was submitted in April 2009, which informed Members that in the final quarter of 2008/09, sixteen investigations had been undertaken for suspected sub-letting, resulting in eight tenancies being terminated. The Committee resolved to note the improvements in the control arrangements regarding phantom tenancies and to receive an report regarding the monitoring of phantom tenancies in a year's time.

Impact

As a result of discussions held at the Committee's meeting in November 2008, a monitoring regime was implemented for the Council's ALMOs in order to ensure that investigations into possible phantom tenancies would be reported to the Council.

► **Community Engagement**

In October 2008, the Committee received a report providing an update on progress made in developing internet-based community engagement tools, particularly focusing on the Talking Point community engagement database. The Committee requested that a Community Engagement annual report be submitted later in the municipal year, including details of the progress made with Talking Point. Members discussed the opportunity for broadcasting Council meetings and the work being undertaken by the Area Management teams to empower communities, and it was agreed that an annual report should be submitted in the next municipal year including an update on these issues.

► **Other Reports**

Report	Committee Resolution
ALMO Inspection Reports	<ul style="list-style-type: none"> • That the contents of the report be noted; and • That further reports regarding the governance arrangements of BITMO, and the actions being taken as a result of the inspections, including by when and by whom, be submitted to the Committee early in the new municipal year.
Waste Solution Programme	<ul style="list-style-type: none"> • That the contents of the report and the measures currently in place to mitigate the risks within the Waste Solution Programme be noted; • That the views of young people be sought in the consideration of the Waste Solution Programme; and • That a further report be submitted to the Committee further exploring the various officer and Member accountabilities within the Waste Solution Programme.
Delivering Successful Change	The Committee participated in a seminar in November 2008, which presented examples of projects that have used the DSC methodology. The DSC Annual Report was submitted to the Committee on 12 th May 2009.
The Process by which the Council Makes and Decides Planning Applications	That the report be noted, and that the Chief Planning Officer ensures that internal applicants be advised of the need to provide Plans Panels with high quality presentations which provide a full explanation of their planning implications and enable the merits of schemes to be better communicated to Members and communities.

Statement of Accounts

One of the Committee's most important statutory roles is to approve the Council's Statement of Accounts.

The Statement of Accounts show how the Council has used public money and demonstrate that the Council has been responsible. The accounts for 2007-08 were received by the Committee at their meeting on 30th June 2008. After being informed 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.

In September 2008 the auditors reported that no material errors had been identified and commented on the smooth running of the audit, however two recommendations were identified to assist in improving the accounts production process in future, as follows:

- The Council should ensure that they review the action plans for any school where the Council could potentially become liable for the deficit, for example where a school may become an Academy. In addition the Council should ensure that they continue to follow the detailed procedures where schools are in deficit and that the schools have action plans in place.
- The Council should undertake an exercise in year to review the collection rates on Council Tax debtors and NNDR and HRA rent debtors to demonstrate that the provision applied is appropriate. This will become even more relevant over the coming year where economic conditions could potentially result in changing collection rates.

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 2008 Statement was approved at the Committee's meeting in June 2008.

The Committee also 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;
- the annual report on risk management; and
- the annual internal audit report.

The Committee also received a report at their meetings in November 2008 and May 2009 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 raised a concern that financial management procedures or practice may conflict with the wider Corporate Governance Framework which the Council has adopted.

Work Programme for 2009 – 2010

At their May meeting the Committee agreed a draft work programme for 2009-10.

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 and project governance;
- any requests for reports that the Committee has made over the previous year, for example Annual Reports on Community Engagement and Information Security; and
- any emerging areas of local or national interest, for example the Committee will receive reports in 2009-10 on Members' Allowances and Expenses, and the governance arrangements of Leeds City Region.

The work programme for 2009-2010 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; and
- Governance Matters – the bi-monthly newsletter produced by Governance Services.

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 39 51712.

Corporate Governance and Audit Committee

The Corporate Governance and Audit Committee is authorised to discharge the following functions¹:

1. to consider the Council's arrangements relating to accounts² 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.
2. 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.
3. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
4. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)
5. 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

¹ 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.

² Item 45 Paragraph I Schedule 1 of Local Authorities (Functions and Responsibilities) (England) Regulations as amended.

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6. to make, on behalf of the Council, and having had regard to any recommendations of Standards Committee, representations to external agencies ³ about any matter relating to general principles of conduct, model codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council.

³ Such external agencies may include, but are not restricted to, the District or Approved Auditor, the Commission for Local Government, the Standards Board for England, an Ethical Standards Officer, the Adjudication Panel for England or an adjudication case panel

APPENDIX TWO

Corporate Governance and Audit Committee Work Programme 2009-2010

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
30th June 2009		
Annual Internal Audit Report	To receive a report detailing the work of the internal audit section during 2008/09 and the key findings from the audits that have been undertaken.	Chief Officer (Audit and Risk) Tim Pouncey
Interim Audit Report on the Statement of Accounts	To receive a report presenting the Interim Audit Report on the Statement of Accounts.	Chief Officer (Financial Management) Doug Meeson
Annual Report of the Standards Committee	To receive a report regarding the annual report of the Standards Committee.	Head of Governance Services Andy Hodson
Member Development Annual Report	To receive a report presenting the Annual Report on Member Development.	Head of Scrutiny and Member Development Peter Marrington
Statement of Accounts	To receive the Council's accounts.	Chief Officer (Financial Management) Doug Meeson
Corporate Governance Statement 2009	To receive and approve the Council's Corporate Governance Statement for 2009.	Head of Governance Services Andy Hodson

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual External Audit and Inspection Plan 2009/10	To receive a report presenting the Annual External Audit and Inspection Plan 2009/10 for approval.	Chief Officer (Audit and Risk) Tim Pouncey
Monitoring of Key and Major Decisions	To receive a report presenting the outcome of the monitoring process relating to key and major decisions.	Head of Governance Services Andy Hodson
KPMG Scrutiny Report	To receive a report presenting KPMG's report on the Council's scrutiny arrangements.	Head of Scrutiny and Member Development Peter Marrington
29th July 2009		
Value for Money Arrangements	To receive a report regarding the Council's Value for Money arrangements.	Chief Officer (Financial Management) Doug Meeson
ALMO Inspection Reports – Action Plans	To receive a report informing Members of the actions arising from the recent ALMO inspection reports.	Head of Housing Delivery and Governance John Statham
Governance Arrangements of Belle Isle Tenant Management Organisation	To receive a report informing Members of the governance arrangements of Belle Isle Tenant Management Organisation.	Head of Housing Delivery and Governance John Statham
Annual Internal Audit Report	To receive a report detailing the work of the internal audit section during 2008/09 and the key findings from the audits that have been undertaken.	Chief Officer (Audit and Risk) Tim Pouncey

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Members' Allowances and Expenses	To receive a report regarding the Council's monitoring arrangements in relation to Members' allowances and expenses.	Assistant Chief Executive (Corporate Governance) Nicolé Jackson
30th September 2009		
Audited Statement of Accounts	To receive a report detailing any issues with the audited accounts.	Chief Officer (Financial Management) Doug Meeson
Local Government Ombudsman's Annual Letter	To receive the annual letter from the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Bowes
Corporate Risk Register	To receive a report asking Members to consider whether the Corporate Risk Register should be publicly available.	Chief Officer (Audit and Risk) Tim Pouncey
Leeds City Region – Governance Arrangements	To receive a report outlining the governance arrangements of the Leeds City Region, and governance implications in light of the inclusion of Leeds as a pilot project in the government's sub-regional devolution strategy.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers

12th November 2009		
6 Monthly 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
15th December 2009		
Comprehensive Area Assessment	To receive a report informing the Committee of the outcome of the Comprehensive Area Assessment.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
13th January 2010		
Half Year Internal Audit Report 2009/10	To receive a report detailing the work of the internal audit section to date.	Head of Internal Audit Neil Hunter
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
10th February 2010		

17th March 2010		
Information Security – Annual Report	To receive an annual report on the Council’s Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
14th April 2010		
Annual Audit and Inspection Letter	To receive a report presenting the Annual Audit and Inspection Letter 2008/09.	Chief Officer (Audit and Risk) Tim Pouncey
Consultation on External Audit and Inspection Plan 2010/11	To receive a report consulting Members on the content of the External Audit and Inspection Plan 2010/11.	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
Corporate Governance and Audit Committee Annual Report 2009/10	To receive a report presenting the draft Corporate Governance and Audit Committee Annual Report 2009/10.	Head of Governance Services Andy Hodson
Phantom Tenancies	To receive a report regarding the occurrence and monitoring of phantom tenancies in the last 12 months.	Head of Housing Delivery and Governance John Statham
12th May 2010		
Annual Report on Risk Management	To receive a report regarding the Council’s risk management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey

Annual Report on Delivering Successful Change	To receive a report presenting the annual report on Delivering Successful Change.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Community Engagement	To receive a report presenting the annual report on Community Engagement.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
Annual Monitoring of Key and Major Decisions	To receive a report presenting the outcome of the monitoring process relating to Key and Major decisions.	Head of Governance Services Andy Hodson
Unscheduled Items / Items for 2010/11		
Section 106 and Section 278 Agreements – Update	To receive a report which updates Members on the actions being taken to ensure the transparent monitoring of Section 106 and Section 278 agreements.	Chief Officer (Planning Services)
International Financial Reporting Standards – Update	To receive a report providing an update on the progress being made in relation to the Council using International Financial Reporting Standards as part of its procedures.	Chief Officer (Financial Management) Head of Accountancy (Control)
Governance arrangements for arms length management organisations	To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with its other arms length management organisations.	Assistant Chief Executive (Corporate Governance)
ALMO Re-inspection Reports	To receive a report informing Members of the outcomes of the re-inspections of East North East Homes Leeds and West North West Homes Leeds.	Head of Housing Delivery and Governance John Statham

Protocol for the Co-ordination of External Audit and Inspection Reports	To receive a report consulting Members on proposed amendments to the Protocol for the Co-ordination of External Audit and Inspection Reports.	Head of Governance Services Andy Hodson
Governance of Significant Partnerships - Update	To receive a report setting out the extent to which the Council's significant partnerships comply with the minimum requirements set out in the Framework.	Head of Governance Services Andy Hodson
Review of the Effectiveness of the Corporate Governance and Audit Committee	To receive a report reviewing the effectiveness of the Committee.	Head of Governance Services Andy Hodson Chief Officer (Audit and Risk) Tim Pouncey
Children's Trusts – Governance Arrangements	To receive a report regarding the governance arrangements of Children's Trusts, including the involvement of Members, in light of the new guidance from the Department for Children, Schools and Families.	Director of Children's Services Rosemary Archer
Children's Services Performance Measurement	To receive a report outlining a consistent process by which Children's Services can measure its own performance, including a 'traffic light' system.	Director of Children's Services Rosemary Archer