

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2009/10**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>14<sup>th</sup> April 2010</b>		
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.  (Report to be received as part of the Committee's work programme)	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Governance Statement Action Plan	To receive a report detailing progress made against actions the Corporate Governance Statement Action Plan.  ( 6 monthly update on progress made against 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.  (To inform the Committee of the draft Annual report)	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.  (Report requested at the meeting held on 30 <sup>th</sup> April 2009 requesting an update on phantom tenancies in 12 months)	Head of Housing Delivery and Governance John Statham
Internal Audit Protocol	To receive a report detailing a revised Internal Audit Protocol to enable arrangements to be formalised.  (Requested at the meeting held on 13 <sup>th</sup> January during the discussion of the Half Yearly Internal Audit item)	Head of Internal Audit Neil Hunter
RIPA	To receive a report of the Head of Property Finance and Technology updating the Committee on the new RIPA rules.  (Request from the Head of Property Finance and Technology following the introduction of the new RIPA rules)	Head of Property Finance and Technology Mark Turnbull

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Partnership Registration	<p>To receive a report updating the Committee on the registration of Partnerships</p> <p>(Added to the agenda to ensure the Committee are up to date on progress made with embedding the partnership framework)</p>	Head of Governance Service Andy Hodson
<b>12<sup>th</sup> May 2010</b>		
Annual Report on Risk Management	<p>To receive a report regarding the Council's risk management arrangements.</p> <p>(Annual update on the Council's risk management arrangements for the Committee to gain assurance that risk management arrangements are in place)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Delivering Successful Change	<p>To receive a report presenting the annual report on Delivering Successful Change.</p> <p>( The annual report to the Committee to gain assurance that the Delivering Successful Change agenda is making progress)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Community Engagement	<p>To receive a report presenting the annual report on Community Engagement.</p> <p>(The annual report to the Committee to gain assurance that work on Community engagement is being effectively undertaken)</p>	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Decision Making arrangements in Planning	<p>To receive a report informing the Committee of the decision making arrangements in Planning.</p> <p>(This report was requested by the Committee at the meeting held on 30<sup>th</sup> June 2009 to clarify the Planning decision making arrangements and for the Committee to gain assurance that the arrangements in place are operating as intended)</p>	Chief Planning Officer Phil Crabtree
Decision Making Arrangements in Licensing	<p>To receive a report informing the Committee of the decision making arrangements in licensing.</p> <p>(This report was requested by the Committee at the meeting held on 30<sup>th</sup> June 2009 to clarify the Licensing decision making arrangements and for the Committee to gain assurance that the arrangements in place are operating as intended)</p>	Chief Officer (Legal, Licensing and registration) Stuart Turnock
Leeds City Region adoption of Governance Themes contained in the Leeds Partnership Governance Framework	<p>To receive a report addressing the extent to which the LCR and emerging structures have taken account of the governance themes contained within the Leeds Partnership Governance Framework</p> <p>( Report requested at the Meeting held on 10<sup>th</sup> February following receipt of a report updating the Committee on Governance Arrangements)</p>	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
<b>June 2010</b>		
KPMG report on Grants and Returns in 2008/09	<p>To receive a report updating the Committee on work undertaken by KPMG in relation to Grants and Returns.</p> <p>(Requested in February by KPMG following work completed)</p>	Chief Officer (Financial Management) Doug Meeson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
KPMG report on Financial Statement	<p>To receive a report updating the Committee on the Financial Statement expanding on the Audit Plan Letter.</p> <p>(Requested in February 2010 by KPMG following work completed)</p>	Chief Officer (Financial Management) Doug Meeson
Value for Money Arrangements	<p>To receive a report regarding the Council's arrangements in relation to achieving Value for Money.</p> <p>(Report to be brought to the Committee to gain assurance that value for money is being achieved across the Council)</p>	Director of Resources Alan Gay
Section 106 and Section 278 Agreements – Update	<p>To receive a report which updates Members on the actions being taken to ensure the transparent monitoring of Section 106 and Section 278 agreements.</p> <p>(This report was requested by the Committee at the meeting held on 18<sup>th</sup> June 2008)</p>	Chief Officer (Planning Services) Phil Crabtree
ALMO Re-inspection Reports	<p>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.</p> <p>(Report requested by the Committee 29<sup>th</sup> July 2009 during discussion of the Belle Isle Tenant Management Organisation – Governance Arrangements)</p>	Head of Housing Delivery and Governance John Statham
Assessment of demographic change	<p>To receive a report looking into the Council's arrangements for assessing changes in current demographics and how partners contribute to this.</p> <p>(Will be scheduled following the completion of a review by Scrutiny in this area – requested at the 30<sup>th</sup> September 2009 meeting during discussion of the Local Government Ombudsman letter)</p>	Chief Business Transformation Officer Lee Hemsworth -

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual Monitoring of Key and Major Decisions	<p>To receive a report presenting the outcome of the monitoring process relating to Key and Major decisions.</p> <p>(The annual report to the Committee to gain assurance that Key and Major decisions are being made in line with procedure)</p>	Head of Governance Services Andy Hodson
<b>July 2010 – No items Scheduled as yet</b>		
<b>August 2010 - No items Scheduled as yet</b>		
<b>September 2010 - No items Scheduled as yet</b>		
<b>October 2010 - No items Scheduled as yet</b>		
<b>November 2010 - No items Scheduled as yet</b>		
<b>December 2010</b>		
Compliance with the Governance Framework For Significant Partnerships.	<p>To receive a report updating the Committee on progress made on ensuring that partnerships are complying with Governance Framework for Significant Partnerships.</p> <p>(This report was requested at the meeting held on 10<sup>th</sup> February 2010 to ensure compliance with the Framework was improving.)</p>	Head of Governance Services Andy Hodson
<b>Unscheduled Items / Items for 2010/11</b>		

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Governance arrangements for arms length management organisations	<p>To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with its other arms length management organisations.</p> <p>(Report to be brought to the Committee to gain assurance that Governance arrangements to there is an effective relationship between the Council and the ALMO's)</p>	Assistant Chief Executive (Corporate Governance)
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 Sandie Keane
Children's Services Performance Measurement	<p>To receive a report outlining a consistent process by which Children's Services can measure its own performance, including a 'traffic light' system.</p> <p>(Report to be brought to the Committee to gain assurance on the process used by Children's Services to measure its own performance)</p>	Director of Children's Services Sandie Keane
Leeds City Region Governance Arrangements	<p>To receive a report to ensure that the Council is in a position to engage with and influence the decisions taken by the proposed governance arrangements for the Leeds City Region.</p> <p>(Further reports requested at the meeting held on 10<sup>th</sup> February 2010 with regards to the Governance arrangements of the Leeds City Region)</p>	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
Monitoring of Key and Major Decisions	<p>To receive a report updating the Committee on progress made in monitoring and administering Key and Major decisions.</p> <p>(This report was requested at the meeting held on 10<sup>th</sup> February 2010 The Committee requested that a report be submitted on an annual basis)</p>	Head of Governance Services Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Governance Framework for Significant Partnerships	To receive a report on the progress made in ensuring the Governance Framework for Significant Partnerships is being complied with.  (Report requested at the meeting held on 10 <sup>th</sup> February 2010 following discussion on the Monitoring of the Governance Framework for Significant Partnerships)	Head of Governance Services Andy Hodson