

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME 2010/11**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
June 2010		
KPMG report on Grants and Returns in 2008/09	To receive a report updating the Committee on work undertaken by KPMG in relation to Grants and Returns. (Requested in February by KPMG following work completed)	Chief Officer (Financial Management) Doug Meeson
KPMG report on Financial Statements	To receive a report updating the Committee on the Financial Statement expanding on the Audit Plan Letter. (Requested in February 2010 by KPMG following work completed)	Chief Officer (Financial Management) Doug Meeson
Value for Money Arrangements	To receive a report regarding the Council's arrangements in relation to achieving Value for Money. (Report to be brought to the Committee to gain assurance that value for money is being achieved across the Council)	Director of Resources Alan Gay
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. (Report requested by the Committee 29 th July 2009 during discussion of the Belle Isle Tenant Management Organisation – Governance Arrangements)	Head of Housing Delivery and Governance John Statham
Annual Monitoring of Key and Major Decisions	To receive a report presenting the outcome of the monitoring process relating to Key and Major decisions. (The annual report to the Committee to gain assurance that Key and Major decisions are being made in line with procedure)	Head of Governance Services Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Review of the Committees Terms of Reference	To receive a report presenting the terms of reference to the Committee. (The terms of reference have not been fully reviewed since February 2009)	Head of Governance Services Andy Hodson
Annual Governance Statement	To receive the draft Annual Governance Statement (This report is on the agenda as part of the Committee's Annual work programme)	Head of Governance Services Andy Hodson
Audited Statement of Accounts	To received the Audited Statement of Accounts (This report is on the agenda as part of the Committee's Annual work programme)	Chief Officer (Financial Management) Doug Meeson
Decision Making Arrangements in Licensing	To receive a report informing the Committee of the decision making arrangements in licensing. (This report was requested by the Committee at the meeting held on 30 th 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)	Chief Officer (Legal, Licensing and registration) Stuart Turnock
Annual Report on the Standards Committee	To receive a report regarding the annual report of the Standards Committee. (This report is a regular annual report to update the Committee on the work of the Standards Committee)	Head of Governance Services Andy Hodson
July 2010		

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual Internal Audit Report	<p>To receive the Annual Internal Audit Report</p> <p>(The Annual Internal Audit report to the Committee to gain assurance that the Council's systems and control environment are operating as intended)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Arrangements in response to the Children's Services Inspection	<p>To receive a report to provide assurance that arrangements described in response to the inspection are operating as intended</p> <p>(Report requested at the meeting held on 17th March 2010 following discussion on the CQC inspection of Children's Services)</p>	Deputy Director Children's Services Mariana Pexton
Internal Audit Protocol	<p>To receive a report detailing a revised Internal Audit Protocol to enable arrangements to be formalised.</p> <p>(Requested at the meeting held on 13th January during the discussion of the Half Yearly Internal Audit item)</p>	Head of Internal Audit Neil Hunter
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
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 18th June 2008)</p>	Chief Officer (Planning Services) Phil Crabtree
RIPA policy	<p>To receive a report presenting the revised draft RIPA policy</p> <p>(This report is on the agenda following the initial draft being presented to the Committee at the meeting on 14th April where amendments were requested)</p>	Head of Property Finance and Technology Mark Turnbull

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Fraudulent Tenancies	<p>To receive a report informing the Committee of the types of irregularities to identify where tenancy fraud may be occurring.</p> <p>(Requested at the meeting held on 14th April 2010 during discussion on the Fraudulent Tenancies item.)</p>	Strategic Landlord John Statham
September 2010		
Audited Statement of Accounts	<p>To receive a report detailing any issues with the audited accounts.</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Chief Officer (Financial Management) Doug Meeson
Attempted Security Breaches	<p>To receive a report detailing any attempted security breaches that the Council has been subject to and the work done to reduce the impact and mitigate against such attempts.</p> <p>(This report is on the agenda following a request from the Committee during discussion on the Annual Information Security report at the meeting held on March 17th 2010)</p>	Chief Officer (Business Transformation) Lee Hemsworth
Annual Governance Statement	<p>To receive the final version of the Annual Governance Statement</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Head of Governance Services Andy Hodson
Local Government Ombudsman's Annual Letter	<p>To receive the annual letter from the Local Government Ombudsman.</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Corporate Customer Relations Manager Wendy Allinson
October 2010 – no items scheduled as yet		

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
November 2010		
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
December 2010		
Compliance with the Governance Framework For Significant Partnerships.	To receive a report updating the Committee on progress made on ensuring that partnerships are complying with Governance Framework for Significant Partnerships. (This report was requested at the meeting held on 10 th February 2010 to ensure compliance with the Framework was improving.)	Head of Governance Services Andy Hodson
Comprehensive Area Assessment	To receive a report informing the Committee of the Outcome of the Comprehensive Area Assessment	Assistant Chief Executive (Planning, Performance and Improvement)
January 2011		
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
February 2011 – No items currently scheduled		

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
March 2011		
Information Security Annual Report	To receive a report on the Council's Information Security arrangements	Chief Officer (Business Transformation) Lee Hemsworth
April 2011		
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
May 2011		
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

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Un-scheduled items for 2010/11		
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. (Report to be brought to the Committee to gain assurance on the process used by Children's Services to measure its own performance)	Interim Director of Children's Services Eleanor Brazil
Leeds City Region Governance Arrangements	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. (Further reports requested at the meeting held on 10 th February 2010 with regards to the Governance arrangements of the Leeds City Region)	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
Council and Partner responses to anti-social behaviour	To receive a report detailing the results of the anti-social behaviour process review. (Report requested at the meeting held on 17 th March 2010 following the overview of Council responses to anti social behaviour)	Chief Officer Community Safety Simon Whitehead

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Remuneration Committee	<p>To receive a report updating the Committee on the developments in relation to the creation of a Remuneration Committee</p> <p>(Report requested at the meeting held on 17th March 2010 following discussion on the progress made in establishing a Remuneration Committee)</p>	Chief Officer Human Resources Lorraine Hallam
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
Corporate Performance Management	<p>To receive a report detailing the wider corporate performance management governance adopted by the authority, that enables early warning of possible severe failure, rather than relying on inspection from external bodies.</p> <p>(Report requested at the meeting held on 17th March 2010 following discussion of the Ofsted and care Quality Commission Inspection of safeguarding and looked after Children's Services in Leeds)</p>	Assistant Chief Executive (Planning, Performance and Improvement) James Rogers
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