

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
September 30th – 2011		
Annual Governance Statement	To receive the Annual Governance Statement.	Director of Resources Alan Gay
Small Claims Made Against the Council	To receive a report detailing the amount and type of small claims and the actions taken to reduce them. (requested at the meeting held on 14 th February 2011)	Insurance Manager Frank Morrison
KPMG Audit Report on 2010/11 Statement of Accounts	To receive KPMG's Audit report of the findings in respect of the 2010/11 Statement of Accounts, value for money conclusion and whole of government accounts conclusion. (part of the Committee's Annual work programme)	Chief Officer (Financial Management) Doug Meeson
Approval of audited Statement of Accounts 2010/11 including an update on the audit fee	To receive a report detailing the statement of accounts for 2010/11.	Chief Officer (Financial Management) Doug Meeson
Local Government Ombudsman's Annual Letter	To receive the annual letter from the Local Government Ombudsman. (This report is on the agenda as part of the Committee's Annual work programme)	Corporate Customer Relations Manager Wendy Allinson
Council IT Systems	To receive a report detailing the extent of intruder attack on Council It systems; outlining progress made in agreeing and implementing policies which are still in development; explaining the arrangements that are in place for access to Members emails; and describing the assurance Members can gain from the Council's arrangements for information security. (This report was requested by the Committee on the 21 st March 2011)	Chief Officer (Business Transformation) Lee Hemsworth

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Internal Audit Report	To receive a report presenting the Internal Audit report on current issues. (This is a report brought to the Committee on bi-monthly basis)	Chief Officer (Audit and Risk) Tim Pouncey
Bribery Act	To receive a report detailing the implications of the Bribery Act	Chief Officer (Audit and Risk) Tim Pouncey
November 9th - 2011		
6 Monthly Update Report on risk Management	To receive a report updating members on the Council's risk management arrangements. (This report is part of the Committee's annual work programme)	Chief Officer (Audit and Risk) Tim Pouncey
Leeds Initiative and City Planning	To receive a report updating the Committee on progress made with the review of the Leeds Initiative and Partnership Arrangements and the associated planning and performance arrangements in the City (This report was requested by the Committee on 18 th April 2011)	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
Local Enterprise Partnerships	To receive a report on the governance arrangements for the new Local Enterprise Partnership specifically exploring governance issues contained within the partnership governance toolkit. (requested at the 14 th December 2010 meeting following a discussion on the Leeds City Region)	Chief Officer (Leeds Initiatives and Partnerships) Kathy Kudelnitzkey
Localism Bill	To receive a report updating the Committee on the Localism Bill	Head of Governance Services Andy Hodson
December 13th - 2011 - No items currently scheduled		
January 23rd - 2012		

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
KPMG Financial Statements Audit Plan and VFM Audit plan	To receive a report detailing the financial statements audit plan. Value for Money Audit Plan and Financial Statement Audit Plan.	Chief Officer (Financial Management) Doug Meeson
February 27th - 2012 - No items currently scheduled		
March 28th - 2012		
External Audit Planning	To receive a report from the appointed External Auditor in respect of the audit fee for 2011/12	Chief Officer (Financial Management) Doug Meeson
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
April 23rd - 2012		
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
ALMO Annual Assurance Report	<p>To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.</p> <p>(This report is part of the committee's annual work programme)</p>	Strategic Landlord Liz Cooke
Annual Report on Risk Management	<p>To receive a report regarding the Council's risk management arrangements.</p> <p>(Part of the Committee's annual work programme)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Un-scheduled items for 2011/12		