

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME**

| ITEM   | DESCRIPTION  | RESPONSIBLE OFFICER   |
|--|--|---|
| <b>April 23<sup>rd</sup> - 2012</b>              |  |   |
| Annual Report on Community Engagement            | To receive a report presenting the annual report on Community Engagement.  | Assistant Chief Executive (Planning, Policy and Improvement)<br>James Rogers                    |
| Annual Report on Planning Framework              | To receive the Annual report on the Planning Framework and the assurance that it provides  | Chief Planning Officer<br>Phil Crabtree   |
| Internal Audit Report                            | To receive a report presenting the Internal Audit report on current issues.  | Chief Officer (Audit and Risk)<br>Tim Pouncey   |
| Financial Procedure Rules                        | To receive a revised version of the Financial Procedure Rules for comment  | Chief Officer (Audit and Risk)<br>Tim Pouncey   |
| Internal audit Plan                              | To receive and consider a report presenting the Internal Audit Plan  | Chief Officer (Audit and Risk)<br>Tim Pouncey   |
| Accounting Update                                | To provide Members with clarification on current accounting rules  | Chief Officer (Financial Management)<br>Doug Meeson   |
| <b>July 2012 (date to be confirmed)</b>          |  |   |
| Annual Report on Risk and Performance Management | To receive a report regarding the Council's risk and performance management arrangements.  | Chief Officer (Audit and Risk)<br>Tim Pouncey /<br>Chief Officer (Intelligence and Improvement) |
| KPMG – Interim Audit report                      | To receive a report summarising the results from the preliminary stages of KPMG's audit, including testing of financial and other controls | Chief Officer (Financial Management)<br>Doug Meeson   |

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| ITEM   | DESCRIPTION   | RESPONSIBLE OFFICER                                 |
|--|---|---|
| Access to Information                              | To receive a report updating the Committee on the effectiveness of the Council's RIPA policy  | Head of Property Finance & Technology               |
| Decision Making Framework; Annual Assurance Report | To receive a report presenting the outcome of the monitoring process relating to Key and Major decisions.   | Head of Governance Services<br>Andy Hodson          |
| ALMO Annual Assurance Report                       | To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.<br><br>(This report is part of the committee's annual work programme) | Strategic Landlord<br>Liz Cook                      |
| Achievement of Appraisal Objectives                | To receive a report updating the Committee on progress made in achieving the objective of all staff receiving an appraisal  | Chief Officer (HR)<br>Lorraine Hallam               |
| Staff Engagement                                   | To receive a report providing assurance that staff are fully involved in delivering change and feel able to make an impact on how services are delivered.                             | Chief Officer (HR)<br>Lorraine Hallam               |
| Equality and Engagement                            | To receive a report providing assurance that all major decisions evidence that appropriate consideration of equality issues can be taken  | Chief Officer (Localities and Partnerships)         |
| Work Force Planning                                | To receive a report providing assurance that arrangements are in place to enable the reduction in the size of the work force required by the budget                                   | Chief Officer (HR)<br>Lorraine Hallam               |
| <b>September 2012 (date to be confirmed)</b>       |   |   |
| KPMG – Report to those charged with governance     | To receive a report summarising the results of the 2011/12 audit including key issues and recommendations raised as a result of our observations                                      | Chief Officer (Financial Management)<br>Doug Meeson |
| Annual Internal Audit Report                       | To receive the Annual Internal Audit Report   | Chief Officer (Audit and Risk)<br>Tim Pouncey       |

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| ITEM  | DESCRIPTION  | RESPONSIBLE OFFICER                                     |
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| Local Government Ombudsman's Annual Letter                  | To receive the annual letter from the Local Government Ombudsman.<br><br>(This report is on the agenda as part of the Committee's Annual work programme)   | Corporate Customer Relations Manager<br>Wendy Allinson  |
| Capital Programme Approvals                                 | To receive a report updating the Committee with regards to the implementation of the new capital programme approvals framework (report added to the work programme on 23 <sup>rd</sup> January 2012) | Chief Officer (Financial Development)<br>Maureen Taylor |
| Annual Governance Statement                                 | To receive the Annual Governance Statement   | Head of Governance Services<br>Andy Hodson              |
| <b>November 2012 (date to be confirmed)</b>                 |  |   |
| KPMG – Annual Audit Letter                                  | To receive a report providing a summary of the results of the audit for 2011/12  | Chief Officer (Financial Management)<br>Doug Meeson     |
| Bi – Monthly Internal Audit Report                          | To receive a report updating the Committee on the latest Internal Audit developments   | Chief Officer (Audit and Risk)<br>Tim Pouncey           |
| <b>Un-scheduled items for 2011/12</b>                       |  |   |
| Future Development in Accounting Standards                  | To receive a report detailing the effect of Future developments in Accounting Standards that will effect the Council   | Chief Officer (Financial Management)<br>Doug Meeson     |
| Review of the Code of Corporate Governance                  | To receive a report reviewing the code of corporate governance   | Head of Governance Services<br>Andy Hodson              |
| Leeds City Region – Local Enterprise Partnership Governance | To receive a report updating the Committee on the Governance arrangements surrounding the Leeds City Region  | Chief Officer (Localities and Partnerships)             |
| Spending Money Wisely                                       | To receive a report providing assurance that effective arrangements are in place to ensure the Council spends money wisely   | Chief Officer (Audit and Risk)<br>Tim Pouncey           |

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| Local Public Audit                       | To receive a report updating the Committee on the latest developments from the department for Communities and Local Government with regards to Local Public Audit | Chief Officer (Audit and Risk)<br>Tim Pouncey                                |
| Transformation of Procurement            | To receive report updating the Committee on the transformation of procurement   | Chief Officer Public Private Partnership Unit and Procurement<br>Dave Outram |
| Compliance with Contract Procedure Rules | To receive a report updating the Committee on progress made in terms of compliance with Contract Procedure Rules across the Council                               | Chief Officer Public Private Partnership Unit and Procurement<br>Dave Outram |