

CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
July 2012 (date to be confirmed)		
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) Tim Pouncey / 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) Doug Meeson
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 Andy Hodson
ALMO Annual Assurance Report	To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs. (This report is part of the committee's annual work programme)	Strategic Landlord 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) Loraine 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) Loraine 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) Loraine Hallam

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Staffing System Budgetary	To receive a report reviewing the budgetary system for staffing at the Council	Chief Officer (Financial Management) Doug Meeson
Transformation of Procurement	To receive report updating the Committee on the transformation of procurement	Chief Officer Public Private Partnership Unit and Procurement Dave Outram
September 2012 (date to be confirmed)		
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) Doug Meeson
Annual Internal Audit Report	To receive the Annual Internal Audit Report	Chief Officer (Audit and Risk) Tim Pouncey
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
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 rd January 2012)	Chief Officer (Financial Development) Maureen Taylor
Annual Governance Statement	To receive the Annual Governance Statement	Head of Governance Services Andy Hodson
November 2012 (date to be confirmed)		
KPMG – Annual Audit Letter	To receive a report providing a summary of the results of the audit for 2011/12	Chief Officer (Financial Management) Doug Meeson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Bi – Monthly Internal Audit Report	To receive a report updating the Committee on the latest Internal Audit developments	Chief Officer (Audit and Risk) Tim Pouncey
Un-scheduled items for 2011/12		
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) Doug Meeson
Review of the Code of Corporate Governance	To receive a report reviewing the code of corporate governance	Head of Governance Services 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) Tim Pouncey
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) Tim Pouncey
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 Dave Outram
Annual Financial Management Report	To receive the annual report reviewing the Financial Planning and Management Arrangements at the Council	Chief Officer (Financial Management) Doug Meeson