

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/2009**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>October 22<sup>nd</sup> 2008</b>		
Council Planning Applications	Further to Standards Ctte resolution of the 5 <sup>th</sup> December to receive a report on the process by which the Council makes planning applications and by which these are decided. The Ctte is to consider this process and whether it provides assurance that the Council deals with these planning applications in the same manner as with others.	Chief Officer (Planning) Phil Crabtree  Head of Development & Regulatory Caroline Allen
Children's Services	To receive a report of the Director of Children's Services responding to the Committee's resolution at their meeting on the 19 <sup>th</sup> March 2008 – to detail accountabilities at a local level.	Director of Children's Services Rosemary Archer
Developing the community engagement portal	To receive a report regarding on-going work to develop the internet for community engagement.	Assistant Chief Executive (Policy, Planning and Improvement) James Rogers
Data Security	To receive a report on actions taken by the Council to ensure data security.	Head of Information and Knowledge Management Lee Hemsworth
Half Yearly Risk Management Report	To receive a half yearly report relating to work currently being undertaken with respect to the area of risk management.	Chief Officer (Audit and Risk) Tim Pouncey

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>November 26<sup>th</sup> 2008</b>		
Half Year Internal Audit Report 2007/08	To receive a report detailing the work of the internal audit section to date.	Head of Internal Audit Neil Hunter
Governance Update Report	To receive an update report detailing the progress made against actions identified in the Corporate Governance Statement.	Chief Officer (Audit and Risk) Tim Pouncey  Head of Governance Services Andy Hodson
Half Yearly Report on Delivering Successful Change Programme	To receive a report updating Members	Chief Officer (Audit and Risk) Tim Pouncey
Update reports on the waste solution programme	To receive regular update reports regarding the governance arrangements in place for the waste solution programme.	Recycling and Waste Manager
<b>January 21st 2009</b>		
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
Update Report on complaints to the Ombudsman	To receive the regular performance report in relation to complaints to the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Allinson

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Leeds JAR – Monitoring Report	To receive a six monthly update report on any significant corporate governance matters associated with the implementation of the agreed actions arising from the JAR, as required by the Protocol for the Co-ordination of External Audit and Inspection Reports.	John Maynard, Strategic Leader – Intelligence and Innovation Mariana Pexton Deputy Director, Children’s Services Keith Burton, Deputy Director, Children’s Services
Update on External Audit and Inspection Plan for 2008/09 (Should this be required)	To receive an update report on the External Audit and Inspection Plan, in order to monitor the service which is being delivered by the external auditors.	Chief Officer (Audit and Risk) Tim Pouncey
International Financial Reporting Standards - Update	To receive a report providing an update on the progress being made in relation to the Council using International Financial Reporting Standards as part of its procedures.	Doug Meeson Chief Officer (Financial Management)  Helen Mylan Head of Accountancy (Control)
Progress Report – CAA Use of Resources – Self Assessment	To receive a report providing an update on the progress made in relation to the Self Assessment exercise undertaken in line with the Use of Resources – Key Lines of Enquiry for 2008/09.	Chief Officer (Financial Management) Doug Meeson

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>March 18<sup>th</sup> 2009</b>		
Governance Update Report	To receive an update report detailing the progress made against actions identified in the Corporate Governance Statement, including an update on the provision of Member Development.	Chief Officer (Audit and Risk) Tim Pouncey Head of Governance Services Andy Hodson Head of Scrutiny and member Development Peter Marrington
Corporate Governance and Audit Committee Annual Report 2008/09	To receive a report setting out the draft Corporate Governance and Audit Committee Annual Report for 2008/09.	Head of Governance Services Andy Hodson
Half Yearly Risk Management Report	To receive a half yearly report relating to work currently being undertaken with respect to the area of risk management.	Chief Officer (Audit and Risk) Tim Pouncey
Review of Effectiveness of the Corporate Governance and Audit Committee	To receive a report considering the effectiveness of the Corporate Governance and Audit Committee.	Chief Officer (Audit and Risk) Tim Pouncey Head of Governance Services Andy Hodson
Annual Audit and Inspection Letter	To receive a report on the key findings of the Annual Audit and Inspection Letter.	Chief Officer (Audit and Risk) Tim Pouncey

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>April 29<sup>th</sup> 2009</b>		
Update Report on complaints to the Ombudsman	To receive the regular performance report in relation to complaints to the Local Government Ombudsman.	Corporate Customer Relations Manager Wendy Allinson
Half Yearly Report on Delivering Successful Change Programme	To receive a report updating Members on the Delivering Successful Change Programme	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Governance and Audit Committee Annual Report 2008/09	To receive a report inviting Members to approve the Corporate Governance and Audit Committee Annual Report for 2008/09, prior to its submission to Council.	Head of Governance Services Andy Hodson
Monitoring of Urgent Decisions	To receive a report providing information on the number of decisions taken which had been classed as 'urgent' and thereby were exempt from the Call In process	Head of Governance Services Andy Hodson
Annual External Audit Plan 2009/10	To receive a report on the Annual External Audit Plan for 2009/2010.	Chief Officer (Audit and Risk) Tim Pouncey
External Audit Interim Report (Should this be required)	To receive an interim report on the services being delivered by the external auditors.	Chief Officer (Audit and Risk) Tim Pouncey

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2008/09**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>Unscheduled Items / Items for 2008-2009</b>		
Project Prioritisation	To receive a report demonstrating the application of project prioritisation.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
Governance Issues relating to the problem of 'Phantom Tenancies'	To receive a report which provides information on the governance aspects relating to the issue of 'Phantom Tenants' in Leeds City Council Social Housing stock.	Chief Officer (Housing) Paul Langford
Section 106 and Section 278 Agreements - Update	To receive a report which updates Members on the actions being taken to ensure the transparent monitoring of Section 106 and Section 278 agreements.	Chief Officer (Planning Services) Phil Crabtree
Report on the governance arrangements in ALMOs and other arms length management organisations.	To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with the ALMOs and other arms length management organisations.	Head of Strategic Landlord John Statham
EASEL Project – Update	To receive a report providing an update on the EASEL Project and key issues such as the project's governance arrangements.	Peter Anderson-Beck Head of EASEL Project