

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

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
February 11th 2009		
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
Audit of Decision Making Process	To receive a report informing the Committee of the outcomes of the audit of the decision making process.	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
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
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 Jayne Jack, Director of Children’s Services Unit Keith Burton, Deputy Director, Children’s Services

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Children's Services Inspection	To receive a report reviewing the governance issues raised in the audit.	Change Manager, Children's Services Jane Maxwell
Developing Locality Children's Trust Arrangements in Wedges	To receive a report providing an update on the development of locality children's trust arrangements and builds upon a previous report submitted to the Committee on 19 th March 2008.	Director of Children's Services Rosemary Archer
Update reports on the waste solution programme	To receive regular update reports regarding the governance arrangements in place for the waste solution programme.	Chief Environmental Services Officer Andrew Mason
Information Security	To receive an update report on the recent data loss incidents.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
March 18th 2009		
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Community Engagement Annual Report	To receive a report regarding the annual review of community engagement.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
Information Security Update Report	Further to the Committee's resolution of 22 nd October 2008, to receive an update report on information security.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Fraudulent tenancies	To receive a report updating Members on the extent of fraudulent tenancies.	Head of Housing Delivery and Governance John Statham
April 30th 2009		
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Governance of Partnerships Update	To receive a report updating the Committee on the Council's register of significant partnerships and progress on the toolkit for partnership governance.	Principal Corporate Governance Officer Liz Davenport
Unscheduled Items / Items for 2008-2009		
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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 Housing Delivery and Governance John Statham
Value for Money Arrangements	To receive a report regarding the arrangements in place to ensure that the Council achieves Value for Money.	Director of Resources Alan Gay
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
KPMG Project Management Review	To receive a report regarding the KPMG Project Management Review.	Chief Officer (Audit and Risk) Tim Pouncey