**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME 2009/10**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
12th November 2009		
6 Monthly Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements	Chief Officer (Audit and Risk) Tim Pouncey
Leeds City Region – Governance Arrangements	To receive a report outlining the governance arrangements of the Leeds City Region, and governance implications in light of the inclusion of Leeds as a pilot project in the government's sub-regional devolution strategy.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
BITMO Governance Arrangements	To receive a report on Resident's Associations being approached to set up Tenant Management Organisations.	John Statham (Head of Strategic Landlord Group)
15th December 2009		
Comprehensive Area Assessment	To receive a report informing the Committee of the outcome of the Comprehensive Area Assessment.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
Monitoring of Delegated Decisions	To receive a report updating Members on the monitoring of delegated decisions.	Head of Governance Services Andy Hodson
Half Year Internal Audit Report 2009/10	To receive a report detailing the work of the internal audit section to date.	Neil Hunter (Head of Internal Audit)

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Significant Partnerships Governance Framework	To receive a report on the Annual Review of the Governance Framework for Significant Partnerships	Emily Inman (Senior Corporate Governance Officer)
Significant Partnerships Governance Framework	To receive a report on the monitoring of the Governance Framework for Significant Partnerships	Emily Inman (Senior Corporate Governance Officer)
Code Of Corporate Governance	To receive a report on the revised Code of Corporate Governance	Emily Inman (Senior Corporate Governance Officer)
Corporate Governance Statement 2009-10 action Plan	To receive the Corporate Governance Statement 2009/10 Action Pan	Andy Hodson (Head of Governance Services)
13th January 2010		
Standards Committee Update Report	To receive a report summarising the activities of the Standards Committee over the last 6 months	Andy Hodson (Head of Governance Services)
10th February 2010		
KPMG Scrutiny Report – Action Plan Update	To receive a report updating Members on the actions taken as a result of KPMG's report on the Council's scrutiny arrangements.	Head of Scrutiny and Member Development Peter Marrington
17th March 2010		
Information Security – Annual Report	To receive an annual report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
14th April 2010		

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual Audit and Inspection Letter	To receive a report presenting the Annual Audit and Inspection Letter 2008/09.	Chief Officer (Audit and Risk) Tim Pouncey
Consultation on External Audit and Inspection Plan 2010/11	To receive a report consulting Members on the content of the External Audit and Inspection Plan 2010/11.	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Governance Statement Action Plan	To receive a report detailing progress made against actions in the Corporate Governance Statement Action Plan.	Head of Governance Services Andy Hodson
Corporate Governance and Audit Committee Annual Report 2009/10	To receive a report presenting the draft Corporate Governance and Audit Committee Annual Report 2009/10.	Head of Governance Services Andy Hodson
Phantom Tenancies	To receive a report regarding the occurrence and monitoring of phantom tenancies in the last 12 months.	Head of Housing Delivery and Governance John Statham
12th May 2010		
Annual Report on Risk Management	To receive a report regarding the Council's risk management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Report on Delivering Successful Change	To receive a report presenting the annual report on Delivering Successful Change.	Chief Officer (Audit and Risk) Tim Pouncey
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Unscheduled Items / Items for 2010/11		
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)
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.	Chief Officer (Financial Management) Head of Accountancy (Control)
Governance arrangements for arms length management organisations	To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with its other arms length management organisations.	Assistant Chief Executive (Corporate Governance)
ALMO Re-inspection Reports	To receive a report informing Members of the outcomes of the re-inspections of East North East Homes Leeds and West North West Homes Leeds.	Head of Housing Delivery and Governance John Statham
Protocol for the Co-ordination of External Audit and Inspection Reports	To receive a report consulting Members on proposed amendments to the Protocol for the Co-ordination of External Audit and Inspection Reports.	Head of Governance Services Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Governance of Significant Partnerships - Update	To receive a report setting out the extent to which the Council's significant partnerships comply with the minimum requirements set out in the Framework.	Head of Governance Services Andy Hodson
Review of the Effectiveness of the Corporate Governance and Audit Committee	To receive a report reviewing the effectiveness of the Committee.	Head of Governance Services Andy Hodson Chief Officer (Audit and Risk) Tim Pouncey
Children's Trusts – Governance Arrangements	To receive a report regarding the governance arrangements of Children's Trusts, including the involvement of Members, in light of the new guidance from the Department for Children, Schools and Families.	Director of Children's Services Rosemary Archer
Children's Services Performance Measurement	To receive a report outlining a consistent process by which Children's Services can measure its own performance, including a 'traffic light' system.	Director of Children's Services Rosemary Archer
Value for Money Arrangements	To receive a report regarding the Council's arrangements in relation to achieving Value for Money.	Director of Resources Alan Gay
Subsidiaries - Governance Arrangements	To receive a report outlining the governance arrangements of the Council's subsidiaries.	Assistant Chief Executive (Corporate Governance) Nicolé Jackson
BITMO Tenants Ballot	To receive a report following the results of the BITMO tenants ballot	Head of Housing Delivery and Governance John Statham
Public Private Partnerships	To receive an annual report on the internal Assurances for PPPU	Programme Officer (Governance and Project Assurance) – Penny Schofield

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