

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
DRAFT WORK PROGRAMME 2006/07**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Meeting Date: 31st January 2007 at 10am		Reports Due: 12th January
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Standards Committee Update	To receive a report summarising the activity of the Standards Committee over the last 6 months.	Head of Governance Services Andy Hodson
Quarterly report on Ombudsman complaints	To receive a report updating Members on complaints received by the Local Government Ombudsman and any issues.	Julie Davison Ombudsman Liaison Officer
Outcome of the Use of Resources Assessment	To receive a report informing Members of the outcome of the Use of Resources assessment.	Senior Project Manager Chief Officer (Financial Management)
Outcome of the Ethical Audit	To receive a report informing Members of the outcome of the Ethical Audit conducted by the Council in October 2007.	Principal Governance Officer Kate Sadler
Quarterly update report on the Delivering Successful Change project	To receive a report updating Members on the progress made on the Delivering Successful Change programme and presenting the project management handbook to Members.	Chief Officer (Audit and Risk)
Governance of Partnerships	To receive a report regarding the review of partnerships' governance arrangements.	Principal Corporate Governance Officer Liz Davenport
Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements.	Head of Risk and Emergency Planning Richard Davies
Annual Audit and Inspection Letter	To receive the Annual Audit and Inspection Letter from the Audit Commission's relationship manager, for approval.	Director of Corporate Services Alan Gay

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Meeting Date: 7th March 2007 at 10am		Reports Due: 16th February
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Information Governance Strategy / Framework	To receive a report on the new Information Governance Strategy / Framework	Head of Information and Knowledge Management Lee Hemsworth
Best Practice Self – Assessment Committee Checklist	To receive a report regarding the IA Best Practice self-assessment Audit Committee checklist and to consider this in relation to the arrangements in Leeds.	Head of Internal Audit Neil Hunter
Meeting Date: 25th April 2007 at 10am		Reports Due: 6th April
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Report on Ombudsman complaints	To receive a report updating Members on complaints received by the Local Government Ombudsman and any issues.	Julie Davison Ombudsman Liaison Officer
Annual Report on compliance with laws and regulations	To receive the annual report on compliance with laws and regulations.	Chief Legal Services Officer Stuart Turnock
Annual report on Member Training	To receive a report updating Members on Member training.	Head of Scrutiny and Member Development Peter Marrington

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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
Revised Personnel Panel Arrangements	To receive a report updating Members on the operation of the new Personnel Panel arrangements	Head of HR Strategy Helen Grantham
Quarterly report on the Delivering Successful Change Programme	To receive a report updating Members on the progress made on the Delivering Successful Change programme .	Chief Officer (Audit and Risk)
Unscheduled Items		
Annual Report on Risk Management	To receive and consider a report detailing the progress of the Council in achieving the targets in the Corporate Governance Statement to embed risk management.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Internal Audit Report	To receive a report detailing the work of the internal audit section during 2006/7 and the key findings from the audits that have been undertaken.	
Annual Report of the Standards Committee	To receive a report regarding the annual report of the Standards Committee.	Head of Governance Services Andy Hodson
The Council Plan / Report on Performance Management	To receive the Council Plan.	Chief Officer (Executive Support)
Revised Code of Practice for Internal Audit	To receive a report regarding the revised Code of Practice for Internal Audit, issued by	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Assessment and the JAR	To receive a report on the Corporate Assessment and the Joint Area Review	Senior Project Manager Marilyn Summers