

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

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
17th March 2010		
Information Security – Annual Report	<p>To receive an annual report on the Council's Information Security arrangements.</p> <p>(This report is being brought to the Committee as part of the Committees role to gain assurance on Information Security)</p>	Chief Officer (Business Transformation) Lee Hemsworth
Children's Services Inspection	<p>To receive a report updating the Committee on the results of the Children's Services Inspection.</p> <p>(Requested at the meeting held on 15th December 2009. The report to come to the Committee following the Children's Services Review in February)</p>	Deputy Director (Children's Services) Mariana Pexton
Decision Making and Data Quality	<p>To receive a report explaining the arrangements the Council has in place to ensure that the Council produces relevant, reliable data and information to support decision making and managing performance.</p> <p>(Requested at the meeting held on 30th September 2009 following discussions on the Audited Statement of Accounts)</p>	Chief Officer (Business Transformation) Lee Hemsworth
Anti Social Behaviour	<p>To receive a report on the arrangements in place on how the Council responds to complaints of anti social behaviour.</p> <p>(Requested at the meeting held on 30th September 2009 following discussion of the Local Government Ombudsman's Letter - report moved from February's meeting to March to ensure that the Committee is presented with information on the Council wide response to anti social behaviour and not just the response of the anti social behaviour unit.)</p>	(Public Safety Manager) Harvinder Saimbhi

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
International Financial Reporting Standards – Update	<p>To receive a report providing an update on the progress being made in relation to the Council using International Financial Reporting Standards (IFRS) as part of its procedures.</p> <p>(Placed on the agenda at the request of the Chief Officer (Financial Management) for the Committee to gain assurance that IFRS are being used as part of the Council’s procedures)</p>	<p>Chief Officer (Financial Management) Doug Meeson</p> <p>Principal Financial Manager Chris Blythe</p>
Progress made against KPMG report	<p>To receive a report updating the Committee with progress made against the previous KPMG report on health equalities.</p> <p>(Requested at the meeting held on 13th January during discussion of the Annual Audit Letter)</p>	<p>Deputy Director of Adult Services (Partnerships and Organisational Effectiveness) John England</p>
14th April 2010		
Consultation on External Audit and Inspection Plan 2010/11	<p>To receive a report consulting Members on the content of the External Audit and Inspection Plan 2010/11.</p> <p>(Report to be received as part of the Committee’s work programme)</p>	<p>Chief Officer (Audit and Risk) Tim Pouncey</p>
Corporate Governance Statement Action Plan	<p>To receive a report detailing progress made against actions the Corporate Governance Statement Action Plan.</p> <p>(6 monthly update on progress made against the Corporate Governance Statement Action Plan)</p>	<p>Head of Governance Services Andy Hodson</p>
Corporate Governance and Audit Committee Annual Report 2009/10	<p>To receive a report presenting the draft Corporate Governance and Audit Committee Annual Report 2009/10.</p> <p>(To inform the Committee of the draft Annual report)</p>	<p>Head of Governance Services Andy Hodson</p>

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Phantom Tenancies	<p>To receive a report regarding the occurrence and monitoring of phantom tenancies in the last 12 months.</p> <p>(Report requested at the meeting held on 30th April 2009 requesting an update on phantom tenancies in 12 months)</p>	<p>Head of Housing Delivery and Governance John Statham</p>
Internal Audit Protocol	<p>To receive a report detailing a revised Internal Audit Protocol to enable arrangements to be formalised.</p> <p>(Requested at the meeting held on 13th January during the discussion of the Half Yearly Internal Audit item)</p>	<p>Head of Internal Audit Neil Hunter</p>
12th May 2010		
Annual Report on Risk Management	<p>To receive a report regarding the Council's risk management arrangements.</p> <p>(Annual update on the Council's risk management arrangements for the Committee to gain assurance that risk management arrangements are in place)</p>	<p>Chief Officer (Audit and Risk) Tim Pouncey</p>
Annual Report on Delivering Successful Change	<p>To receive a report presenting the annual report on Delivering Successful Change.</p> <p>(The annual report to the Committee to gain assurance that the Delivering Successful Change agenda is making progress)</p>	<p>Chief Officer (Audit and Risk) Tim Pouncey</p>
Annual Report on Community Engagement	<p>To receive a report presenting the annual report on Community Engagement.</p> <p>(The annual report to the Committee to gain assurance that work on Community engagement is being effectively undertaken)</p>	<p>Assistant Chief Executive (Planning, Policy and Improvement) James Rogers</p>

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Annual Monitoring of Key and Major Decisions	<p>To receive a report presenting the outcome of the monitoring process relating to Key and Major decisions.</p> <p>(The annual report to the Committee to gain assurance that Key and Major decisions are being made in line with procedure)</p>	Head of Governance Services Andy Hodson
Decision Making arrangements in Planning	<p>To receive a report informing the Committee of the decision making arrangements in Planning.</p> <p>(This report was requested by the Committee at the meeting held on 30th June 2009 to clarify the Planning decision making arrangements and for the Committee to gain assurance that the arrangements in place are operating as intended)</p>	Chief Planning Officer Phil Crabtree
Decision Making Arrangements in Licensing	<p>To receive a report informing the Committee of the decision making arrangements in licensing.</p> <p>(This report was requested by the Committee at the meeting held on 30th June 2009 to clarify the Licensing decision making arrangements and for the Committee to gain assurance that the arrangements in place are operating as intended)</p>	Chief Officer (Legal, Licensing and registration) Stuart Turnock
Unscheduled Items / Items for 2010/11		
Section 106 and Section 278 Agreements – Update	<p>To receive a report which updates Members on the actions being taken to ensure the transparent monitoring of Section 106 and Section 278 agreements.</p> <p>(This report was requested by the Committee at the meeting held on 18th June 2008)</p>	Chief Officer (Planning Services)

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Governance arrangements for arms length management organisations	<p>To receive a report regarding the management / governance arrangements in place to manage the Council's relationship with its other arms length management organisations.</p> <p>(Report to be brought to the Committee to gain assurance that Governance arrangements to there is an effective relationship between the Council and the ALMO's)</p>	Assistant Chief Executive (Corporate Governance)
ALMO Re-inspection Reports	<p>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.</p> <p>(Report requested by the Committee 29th July 2009 during discussion of the Belle Isle Tenant Management Organisation – Governance Arrangements)</p>	Head of Housing Delivery and Governance John Statham
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	<p>To receive a report outlining a consistent process by which Children's Services can measure its own performance, including a 'traffic light' system.</p> <p>(Report to be brought to the Committee to gain assurance on the process used by Children's Services to measure its own performance)</p>	Director of Children's Services Rosemary Archer
Value for Money Arrangements	<p>To receive a report regarding the Council's arrangements in relation to achieving Value for Money.</p> <p>(Report to be brought to the Committee to gain assurance that value for money is being achieved across the Council)</p>	Director of Resources Alan Gay

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Assessment of demographic change	<p>To receive a report looking into the Council's arrangements for assessing changes in current demographics and how partners contribute to this.</p> <p>(Will be scheduled following the completion of a review by Scrutiny in this area – requested at the 30th September 2009 meeting during discussion of the Local Government Ombudsman letter)</p>	<p>Chief Business Transformation Officer Lee Hemsworth</p>
Senior Officer Remuneration Arrangements	<p>To receive a report requesting further clarification about the new legislation, specifically how it effects employees of bodies such as ALMOs and Education Leeds, and in relation to the disclosure of compromise agreements.</p> <p>(Requested at the meeting held on 13th January 2010 during discussions on Senior Officer Remuneration Arrangements)</p>	<p>Head of HR Strategy Helen Grantham</p>