

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME 2010/11**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>29<sup>th</sup> July 2010 – 10a.m.</b>		
Annual Internal Audit Report	To receive the Annual Internal Audit Report  (The Annual Internal Audit report to the Committee to gain assurance that the Council's systems and control environment are operating as intended)	Chief Officer (Audit and Risk) Tim Pouncey
Value for Money Arrangements	To receive a report regarding the Council's arrangements in relation to achieving Value for Money.  (Report to be brought to the Committee to gain assurance that value for money is being achieved across the Council)	Director of Resources Alan Gay
Arrangements in response to the Children's Services Inspection	To receive a report to provide assurance that arrangements described in response to the inspection are operating as intended  (Report requested at the meeting held on 17 <sup>th</sup> March 2010 following discussion on the CQC inspection of Children's Services)	Deputy Director Children's Services Mariana Pexton
Internal Audit Protocol	To receive a report detailing a revised Internal Audit Protocol to enable arrangements to be formalised.  (Requested at the meeting held on 13 <sup>th</sup> January during the discussion of the Half Yearly Internal Audit item)	Head of Internal Audit Neil Hunter
Partnership Registration	To receive a report updating the Committee on the registration of Partnerships  (Added to the agenda to ensure the Committee are up to date on progress made with embedding the partnership framework)	Head of Governance Service Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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 18<sup>th</sup> June 2008)</p>	Chief Officer (Planning Services) Phil Crabtree
RIPA policy	<p>To receive a report presenting the revised draft RIPA policy</p> <p>(This report is on the agenda following the initial draft being presented to the Committee at the meeting on 14<sup>th</sup> April where amendments were requested)</p>	Head of Property Finance and Technology Mark Turnbull
Fraudulent Tenancies	<p>To receive a report informing the Committee of the types of irregularities to identify where tenancy fraud may be occurring.</p> <p>(Requested at the meeting held on 14<sup>th</sup> April 2010 during discussion on the Fraudulent Tenancies item.)</p>	Strategic Landlord John Statham
Demographic Change	<p>To receive a report setting out the current and proposed arrangements for assessing demographic changes across the city as well as detailing a number of activities that are underway or have taken place.</p>	Chief Officer (Business Transformation) Lee Hemsworth
<b>29<sup>th</sup> September 2010 – 10a.m.</b>		
Audited Statement of Accounts	<p>To receive a report detailing any issues with the audited accounts.</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Chief Officer (Financial Management) Doug Meeson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Attempted Security Breaches	<p>To receive a report detailing any attempted security breaches that the Council has been subject to and the work done to reduce the impact and mitigate against such attempts.</p> <p>(This report is on the agenda following a request from the Committee during discussion on the Annual Information Security report at the meeting held on March 17<sup>th</sup> 2010)</p>	Chief Officer (Business Transformation) Lee Hemsworth
Annual Governance Statement	<p>To receive the final version of the Annual Governance Statement</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Head of Governance Services Andy Hodson
Local Government Ombudsman's Annual Letter	<p>To receive the annual letter from the Local Government Ombudsman.</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Corporate Customer Relations Manager Wendy Allinson
<b>15<sup>th</sup> November 2010 - 10a.m.</b>		
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
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
Leeds City Region Governance Arrangements	<p>To receive the 6 monthly report on the governance arrangements of the Leeds City Region.</p> <p>(6 monthly update reports requested at the meeting held on 12<sup>th</sup> May 2010)</p>	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>14<sup>th</sup> December 2010 – 2pm</b>		
Compliance with the Governance Framework For Significant Partnerships.	To receive a report updating the Committee on progress made on ensuring that partnerships are complying with Governance Framework for Significant Partnerships.  (This report was requested at the meeting held on 10 <sup>th</sup> February 2010 to ensure compliance with the Framework was improving.)	Head of Governance Services Andy Hodson
Leeds City Region Governance Arrangements	To receive a report updating the Committee on developments in the governance arrangements of the Leeds City Region  (This report was requested as the meeting held on 12 <sup>th</sup> May 2010 during discussion on the governance developments of the Leeds City Region)	Chief Officer(Leeds Initiative and Partnerships) Kathy Kudelnitzky
Leeds City Region Governance Arrangements	To receive a report to ensure that the Council is in a position to engage with and influence the decisions taken by the proposed governance arrangements for the Leeds City Region.  (Further reports requested at the meeting held on 10 <sup>th</sup> February 2010 with regards to the Governance arrangements of the Leeds City Region)	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
<b>24<sup>th</sup> January 2011 – 10am</b>		
Half Year Internal Audit Report 2009/10	To receive a report detailing the work of the Internal Audit Section to date.	Head of Internal Audit Neil Hunter
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>14<sup>th</sup> February 2011 – 2p.m.</b>		
<b>No items currently scheduled</b>		
<b>21<sup>st</sup> March 2011 – 10a.m.</b>		
Information Security Annual Report	To receive a report on the Council's Information Security arrangements	Chief Officer (Business Transformation) Lee Hemsworth
<b>18<sup>th</sup> April 2011 – 10a.m.</b>		
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

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>11<sup>th</sup> May 2011 – 10a.m.</b>		
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
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
Planning Decisions Process	To receive a report to gain assurance of the process by which planning decisions are taken by the Council.  (This report was requested at the meeting held on 12 <sup>th</sup> May 2010 during discussions on the process by which planning decisions are taken by the Council)	Chief Planning Officer Phil Crabtree
<b>Un-scheduled items for 2010/11</b>		

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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>	Interim Director of Children's Services Eleanor Brazil
Council and Partner responses to anti-social behaviour	<p>To receive a report detailing the results of the anti-social behaviour process review.</p> <p>(Report requested at the meeting held on 17<sup>th</sup> March 2010 following the overview of Council responses to anti social behaviour)</p>	Chief Officer Community Safety Simon Whitehead
Remuneration Committee	<p>To receive a report updating the Committee on the developments in relation to the creation of a Remuneration Committee</p> <p>(Report requested at the meeting held on 17<sup>th</sup> March 2010 following discussion on the progress made in establishing a Remuneration Committee)</p>	Chief Officer Human Resources Lorraine Hallam
Corporate Performance Management	<p>To receive a report detailing the wider corporate performance management governance adopted by the authority, that enables early warning of possible severe failure, rather than relying on inspection from external bodies.</p> <p>(Report requested at the meeting held on 17<sup>th</sup> March 2010 following discussion of the Ofsted and care Quality Commission Inspection of safeguarding and looked after Children's Services in Leeds)</p>	Assistant Chief Executive (Planning, Performance and Improvement) James Rogers