

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

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
15th November 2010 – 10a.m.		
6 Monthly Update Report on risk Management	To receive a report updating members on the Council's risk management arrangements (This report is part of the Committee's annual work programme)	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
Standards Committee current position	To receive a report updating the Committee on developments in the Standards Regime. (This report was requested by the Chair of the Committee and the Assistant Chief Executive Corporate Governance to clarify the latest position in relation to the Standards regime on 26 th July 2010)	Amy Kelly Senior Governance Officer
14th December 2010 – 2pm		
Review of the Governance Framework for Significant Partnerships	To receive a report reviewing the governance framework for significant partnerships. (This report was requested at the meeting held on 10 th 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 th May 2010 during discussion on the governance developments of the Leeds City Region)	Chief Officer Leeds Initiative and Partnerships Kathy Kudelnitzky

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Leeds City Region Governance Arrangements	<p>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.</p> <p>(Further reports requested at the meeting held on 10th February 2010 with regards to the Governance arrangements of the Leeds City Region)</p>	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
Council Complaints Process	To receive a further report detailing how the complaints process is moving forward and information about complaints made to the Council including the costs of dealing with complaints and arrangements for lessons learned.	(Customer Relations Manager) Wendy Allinson
24th January 2011 – 10am		
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
14th February 2011 – 2p.m.		
No items currently scheduled		
21st March 2011 – 10a.m.		

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
18th April 2011 – 10a.m.		
Annual Audit and Inspection Letter	To receive a report presenting the Annual Audit and Inspection Letter 2010/11.	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 2010/11.	Head of Governance Services Andy Hodson
11th May 2011 – 10a.m.		
Annual Report on Risk Management	To receive a report regarding the Council's risk management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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 th May 2010 during discussions on the process by which planning decisions are taken by the Council)	Chief Planning Officer Phil Crabtree
Un-scheduled items for 2010/11		
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
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. (Report to be brought to the Committee to gain assurance on the process used by Children's Services to measure its own performance)	Director of Children's Services

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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 17th March 2010 following the overview of Council responses to anti social behaviour)</p>	Chief Officer Community Safety Simon Whitehead
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 17th 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
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
ALMO Annual Assurance Report	To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.	Strategic Landlord John Statham