

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

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
14th December 2010 – 2pm		
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
PDAs and Removable media	To receive a report detailing the security arrangements in place for PDA devices and other removable media issued by the Council. (This report was requested during the meeting held on 29 th September 2010 during the discussion in IT security arrangements)	Chief Officer (Business Transformation) Lee Hemsworth
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 th February 2010 with regards to the Governance arrangements of the Leeds City Region)	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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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)	Head of Governance Services Andy Hodson
14th February 2011 – 2p.m.		
KPMG report on certification of Grants 2009/10	To receive a report updating the Committee on work undertaken by KPMG in relation to Grants and Returns. (Annual report prepared by KPMG)	Chief Officer Financial Management Doug Meeson
21st March 2011 – 10a.m.		
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
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. (The annual report to the Committee to gain assurance that Key and Major decisions are being made in line with procedure)	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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Un-scheduled items for 2010/11		
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
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 Nigel Richardson
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
ALMO Annual Assurance Report	<p>To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.</p> <p>(To be brought to the Committee in June 2011)</p>	Strategic Landlord John Statham

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KPMG Interim report on the Statement of Accounts	To receive a report providing assurance to the Committee on the Statement of Accounts. (Proposed to be brought to Committee in June 2011)	Chief Officer (Financial Management) Doug Meeson
KPMG report on Financial Statements Audit Plan	To receive a report updating the Committee on the Financial Statement expanding on the Audit Plan Letter. (Proposed to be brought to Committee in June 2011)	Chief Officer (Financial Management) Doug Meeson
Compliance with Contract Procedure Rules	To receive a report informing the Committee of the Control arrangements in place to ensure compliance with Contract Procedure Rules across Directorates, particularly whether they are fit for purpose, how the arrangements are communicated and what the issues and risks are in terms of the arrangements being embedded. (requested by the Committee at its meeting held on 29 th September 2010 during discussion of the annual Governance Statement)	Chief Procurement Officer Wayne Baxter
Impact of Disbanding the Audit Commission	To receive a report on the impact of disbanding the Audit Commission, on how the assurance framework is assessed and reported to the Committee. (requested by the Committee at its meeting held on 26 th September 2010 during discussion on the disbanding of the Audit Commission)	Chief Officer (Audit and Risk) Tim Pouncey
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