

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
14th February 2011 – 2p.m.		
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
Compliance with Contract Procedure Rules	<p>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.</p> <p>(requested by the Committee at its meeting held on 29th September 2010 during discussion of the annual Governance Statement)</p>	Chief Procurement Officer Wayne Baxter
Update on IFRS	To receive a report updating the Committee on the latest International Financial Reporting Standards	Chief Officer Financial Management Doug Meeson
Ongoing Legal Cases	To receive a report detailing the types and value of cases which are currently ongoing against the Council	Chief Officer (Legal, Licensing and Registration) Stuart Turnock
Oversight of claims against the Council	To receive a report detailing the general arrangements for oversight of claims against the Council (including legal claims and insurance claims)	Chief Officer (Legal Licensing and Registration) Stuart Turnock

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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
Internal Audit Report	To receive a report presenting the Internal Audit report on current issues (This is a report brought to the Committee on bi-monthly basis)	Chief Officer (Audit and Risk) Tim Pouncey
21st March 2011 – 10a.m.		
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)	Chief Officer (Audit and Risk) Tim Pouncey
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
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
Financial Statement Audit Plan 2010/11	To receive a report detailing the financial statement audit plan for 2010/11	Chief Officer Financial Management Doug Meeson
18th April 2011 – 10a.m.		

CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Internal Audit Report	To receive a report presenting the Internal Audit report on current issues (This is a report brought to the Committee on bi-monthly basis)	Chief Officer (Audit and Risk) Tim Pouncey
11th May 2011 – 10a.m.		
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
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
KPMG Interim Audit Report	To receive a report from KPMG providing information on progress to date	Chief Officer Financial Management Doug Meeson
June – 2011		
Corporate Governance and Audit Committee Annual Report 2010/11	To receive a report presenting the draft Corporate Governance and Audit Committee Annual Report 2010/11.	Head of Governance Services Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
ALMO Annual Assurance Report	To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs. (To be brought to the Committee in June 2011)	Strategic Landlord John Statham
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
Internal Audit Report	To receive a report presenting the Internal Audit report on current issues (This is a report brought to the Committee on bi-monthly basis)	Chief Officer (Audit and Risk) Tim Pouncey
July – 2011		
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
Annual Report on Risk Management	To receive a report regarding the Council's risk management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey
Un-scheduled items for 2010/11		

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Impact of Disbanding the Audit Commission	<p>To receive a report on the impact of disbanding the Audit Commission, on how the assurance framework is assessed and reported to the Committee.</p> <p>(requested by the Committee at its meeting held on 26th September 2010 during discussion on the disbanding of the Audit Commission)</p>	Chief Officer (Audit and Risk) Tim Pouncey
6 Monthly Update Report on risk Management	<p>To receive a report updating members on the Council's risk management arrangements.</p> <p>(This report is part of the Committee's annual work programme)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Overall External Audit and Inspection Plan 2011/12	To receive a report consulting Members on the content of the External Audit and Inspection Plan 2011/12.	Chief Officer (Audit and Risk) Tim Pouncey
Local Enterprise Partnerships	<p>To receive a report on the governance arrangements for the new Local Enterprise Partnership specifically exploring governance issues contained within the partnership governance toolkit.</p> <p>(requested at the 14th December 2010 meeting following a discussion on the Leeds City Region)</p>	Chief Officer (Leeds Initiatives and Partnerships)