

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>18<sup>th</sup> April 2011 – 10a.m.</b>		
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
Leeds Initiative Partnership and City Planning	To receive a report detailing the governance arrangements for the revised partnership structure and strategic planning arrangements.	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
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 VFM Audit Plan 2010/2011	To receive a report detailing KPMG's VFM Audit Plan.	Chief Officer (Financial Management) Doug Meeson
Local Enterprise Partnerships	To receive a report on the governance arrangements for the new Local Enterprise Partnership specifically exploring governance issues contained within the partnership governance toolkit.  (requested at the 14 <sup>th</sup> December 2010 meeting following a discussion on the Leeds City Region)	Chief Officer (Leeds Initiatives and Partnerships) Kathy Kudelnitzkey
<b>11<sup>th</sup> May 2011 10a.m</b>		

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

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
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
KPMG Interim Audit Report	To receive an interim audit report from KPMG on findings on the audit and of progress towards an IFRS based statement of accounts.	Chief Officer Financial Management Doug Meeson
<b>June – 2011</b>		
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
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
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
<b>July – 2011</b>		

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
2010/11 Statement of Accounts	To receive a report detailing the statement of accounts for 2010/11, prior to public inspection.	Chief Officer (Financial Management) Doug Meeson
<b>September - 2011</b>		
Annual Governance Statement	To receive the Annual Governance Statement	Assistant Chief Executive (Corporate Governance) Nicolé Jackson
Small Claims Made Against the Council	To receive a report detailing the amount and type of small claims and the actions taken to reduce them.  (requested at the meeting held on 14 <sup>th</sup> February 2011)	Insurance Manager Frank Morrison
2010/11 Statement of Accounts for Approval	To receive a report detailing the statement of accounts for 2010/11.	Chief Officer (Financial Management) Doug Meeson
KPMG Audit Report on 2010/11 Statement of Accounts	To receive KPMG's Audit report of the findings in respect of the 2010/11 Statement of Accounts.	Chief Officer (Financial Management) Doug Meeson
<b>Un-scheduled items for 2010/11</b>		

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

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 26<sup>th</sup> 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
Implications of the Localism Bill	<p>To receive a report updating Members on the implications of the Localism Bill</p> <p>(This report was added to the work programme following a report detailing the Implications of the Localism Bill for the ethical framework in Leeds which was discussed on 14<sup>th</sup> February 2011)</p>	Assistant Chief Executive (Corporate Governance)