

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>June – 2011</b>		
Annual Report on Community Engagement	To receive a report presenting the annual report on Community Engagement.  (This report is part of the Committee's annual work programme)	Assistant Chief Executive (Planning, Policy and Improvement) James Rogers
Procedures for the disposal of Council assets	To receive a report on how new procedures will minimise the risk of assets being recognised on the Council's Balance Sheet when they have been sold or demolished.  (This report was requested by the Committee on 21 <sup>st</sup> March 2011)	Chief Officer Financial Management Doug Meeson
Contract Procedure Rules	To receive a report to update the Committee on progress in embedding Contract Procedure Rules.  (This report was requested by the Committee on 21 <sup>st</sup> March 2011)	Chief Procurement Officer Wayne Baxter
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.  (Part of the committee's annual work programme)	Chief Officer Financial Management Doug Meeson
Future of Local Public Audit	To receive a report discussing the Future of Local Public Audit	Chief Officer Audit and Risk Tim Pouncey
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>July – 2011</b>		
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.  (Part of the Committee's annual work programme)	Chief Officer (Audit and Risk) Tim Pouncey
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
2010/11 Statement of Accounts	To receive a report detailing the statement of accounts for 2010/11, prior to public inspection.  (Part of the Committee's annual Work Programme)	Chief Officer (Financial Management) Doug Meeson
Implications of the Localism Bill	To receive a report updating Members on the implications of the Localism Bill.  (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)	Director of Resources Alan Gay

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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
Risk Management and the Budget Process	To receive a report detailing risk Management arrangements surrounding the budget process.	Chief Officer (Audit and Risk) Tim Pouncey
ALMO Annual Assurance Report	To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.  (This report is part of the committee's annual work programme)	Strategic Landlord Liz Cooke
<b>September – 2011</b>		
Annual Governance Statement	To receive the Annual Governance Statement.	Director of Resources Alan Gay
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
2010/11 Audit Fee	To receive a report on the 2010/11 audit fee and the extent to which KPMG were able to finalise the audit at a cost below that previously agreed.  (This report was requested by the committee on March 21 <sup>st</sup> 2011)	Chief Officer (Financial Management) Doug Meeson
Local Government Ombudsman's Annual Letter	To receive the annual letter from the Local Government Ombudsman.  (This report is on the agenda as part of the Committee's Annual work programme)	Corporate Customer Relations Manager Wendy Allinson
<b>November - 2011 – No items currently scheduled</b>		
<b>December - 2011 - No items currently scheduled</b>		
<b>January - 2012 – No items currently scheduled</b>		
<b>February - 2012 - No items currently scheduled</b>		
<b>March - 2012</b>		
External Audit Planning	To receive a report from the appointed External Auditor in respect of the audit fee, Value for Money Audit Plan and Financial Statement Audit Plan.	Chief Officer (Financial Management) Doug Meeson

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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
<b>April - 2012 – No items currently scheduled</b>		
<b>May - 2012</b>		
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
ALMO Annual Assurance Report	To receive the Annual Assurance report from Strategic Landlord based on the assurances received from the ALMOs.  (This report is part of the committee's annual work programme)	Strategic Landlord John Statham
Annual Report on Risk Management	To receive a report regarding the Council's risk management arrangements.  (Part of the Committee's annual work programme)	Chief Officer (Audit and Risk) Tim Pouncey
<b>Un-scheduled items for 2010/11</b>		

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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 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	<p>To receive a report consulting Members on the content of the External Audit and Inspection Plan 2011/12.</p> <p>(This is part of the Committee's annual work programme)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Governance Statement Action Plan	<p>To receive a report detailing progress made against actions in the Corporate Governance Statement Action Plan.</p> <p>(This report is part of the Committee's Annual Work programme)</p>	Head of Governance Services Andy Hodson
Council IT Systems	<p>To receive a report detailing the extent of intruder attack on Council IT systems; outlining progress made in agreeing and implementing policies which are still in development; explaining the arrangements that are in place for access to Members emails; and describing the assurance Members can gain from the Council's arrangements for information security.</p> <p>(This report was requested by the Committee on the 21<sup>st</sup> March 2011)</p>	Chief Officer (Business Transformation) Lee Hemsworth