

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
July 18th – 2011		
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
Annual Report on Risk Management	<p>To receive a report regarding the Council's risk management arrangements.</p> <p>(Part of the Committee's annual work programme)</p>	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) Kathy Kudelnitzkey
2010/11 Statement of Accounts	<p>To receive a report detailing the statement of accounts for 2010/11, prior to public inspection.</p> <p>(Part of the Committee's annual Work Programme)</p>	Chief Officer (Financial Management) Doug Meeson
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 14th February 2011)</p>	Director of Resources Alan Gay

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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. (This report is part of the committee's annual work programme)	Strategic Landlord Liz Cooke
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 st 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
September 30th – 2011		
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 th 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, value for money conclusion and whole of government accounts conclusion. (part of the Committee's Annual work programme)	Chief Officer (Financial Management) Doug Meeson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
2010/11 Audit Fee	<p>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.</p> <p>(This report was requested by the committee on March 21st 2011)</p>	Chief Officer (Audit and Risk) Tim Pouncey
Local Government Ombudsman's Annual Letter	<p>To receive the annual letter from the Local Government Ombudsman.</p> <p>(This report is on the agenda as part of the Committee's Annual work programme)</p>	Corporate Customer Relations Manager Wendy Allinson
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 21st March 2011)</p>	Chief Officer (Business Transformation) Lee Hemsworth
Internal Audit Report	<p>To receive a report presenting the Internal Audit report on current issues.</p> <p>(This is a report brought to the Committee on bi-monthly basis)</p>	Chief Officer (Audit and Risk) Tim Pouncey
November 9th - 2011		
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

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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. (This report is part of the Committee's Annual Work programme)	Head of Governance Services Andy Hodson
Leeds Initiative and City Planning	To receive a report updating the Committee on progress made with the review of the Leeds Initiative and Partnership Arrangements and the associated planning and performance arrangements in the City (This report was requested by the Committee on 18 th April 2011)	Chief Officer (Leeds Initiative and Partnerships) Kathy Kudelnitzky
December 13th - 2011 - No items currently scheduled		
January 23rd - 2012		
Financial Statements Audit Plan	To receive a report detailing the financial statements audit plan.	Chief Officer (Financial Management) Doug Meeson
February 27th - 2012 - No items currently scheduled		
March 28th - 2012		
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
April 23rd - 2012		
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 Liz Cooke
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

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Un-scheduled items for 2011/12		
CLG Consultation of Local Public Audit	To receive a report on the CLG consultation on local public audit. (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