

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>December 13<sup>th</sup> - 2011</b>		
Review of the Code of Corporate Governance	To receive a report reviewing the code of corporate governance	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
Treasury Management Update	To receive a report updating the Committee on the Governance Framework of Treasury Management	Chief Officer (Financial Development) Maureen Taylor
Partnership Governance	To receive a report providing the Committee with assurance on the governance arrangements for registered partnerships at the Council	Head of Governance Services
Waiving Contract Procedure Rules	To receive a report updating the Committee on the new procedure for waiving Contracts Procedure rules	Chief Officer (Audit and Risk) Tim Pouncey
<b>January 23<sup>rd</sup> - 2012</b>		
KPMG Financial Statements Audit Plan and VFM Audit plan	To receive a report detailing the financial statements audit plan. Value for Money Audit Plan and Financial Statement Audit Plan.	Chief Officer (Financial Management) Doug Meeson
External Audit Planning	To receive a report from the appointed External Auditor in respect of the audit fee for 2011/12	Chief Officer (Financial Management) Doug Meeson
Performance Management	To receive a report updating the committee on the Council's arrangements for performance management; specifically how those arrangements are contributing to achieving each of the Cross Council Priorities.	Chief Officer (Intelligence and Improvement)

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Effectiveness of the Corporate Governance and Audit Committee	To receive a report providing assurance on the effectiveness of the Corporate Governance and audit Committee	Chief Officer (Audit and Risk) Tim Pouncey/ Head of Governance Services Andy Hodson
<b>February 27<sup>th</sup> - 2012</b>		
Value For Money Arrangements	To receive a report providing assurance that effective arrangements are in place to buy goods and services that give value for money	Chief Officer (Audit and Risk) Tim Pouncey
Effectiveness of Financial Management Arrangements	To receive a report providing assurance and the systems and procedures in place to ensure that the Council delivers sound financial planning and management ensuring maintenance of adequate reserves	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
Localism Bill	To receive a report updating the Committee on the Localism Bill	Head of Governance Services Andy Hodson
Procurement Policies and Procedure.	To receive a report providing assurance that the procurement policies and procedures in place at the Council are fit for purpose and help achieve value for money	Chief Procurement Officer Wayne Baxter
<b>March 28<sup>th</sup> - 2012</b>		
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
Business Continuity Arrangements	To receive a report providing assurance on the adequacy of policies and practices surrounding Business Continuity arrangements	Chief Officer (Audit and Risk) Tim Pouncey

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>April 23<sup>rd</sup> - 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
Decision Making Framework; Annual Assurance Report	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
Annual Report on Planning Framework	To receive the Annual report on the Planning Framework and the assurance that it provides	Chief Planning Officer Phil Crabtree
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>Un-scheduled items for 2011/12</b>		

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Future Development in Accounting Standards	To receive a report detailing the effect of Future developments in Accounting Standards that will effect the Council	Chief Officer (Financial Management) Doug Meeson