

CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
February 27th - 2012		
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
KPMG Financial Statements Audit Plan and VFM Audit plan including 2012 Audit Fee	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
KPMG Certification of Grants and Returns	To receive a report summarising the outcome of KPMG's certification work on the Authority's 2009/10 grants and returns	Chief Officer (Financial Management) Doug Meeson
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.	Director of Resources Alan Gay
March 28th - 2012		
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Intelligence and Improvement) Lee Hemsworth
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
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
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
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 Cook
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
June 2012 (date to be confirmed)		
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
KPMG – Interim Audit report	To receive a report summarising the results from the preliminary stages of KPMG’s audit, including testing of financial and other controls	Chief Officer (Financial Management) Doug Meeson
July 2012 (date to be confirmed)		
No items Currently Scheduled		
September 2012 (date to be confirmed)		
KPMG – Report to those charged with governance	To receive a report summarising the results of the 2011/12 audit including key issues and recommendations raised as a result of our observations	Chief Officer (Financial Management) Doug Meeson
November 2012 (date to be confirmed)		
KPMG – Annual Audit Letter	To receive a report providing a summary of the results of the audit for 2011/12	
Un-scheduled items for 2011/12		
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
Review of the Code of Corporate Governance	To receive a report reviewing the code of corporate governance	Head of Governance Services Andy Hodson
Leeds City Region – Local Enterprise Partnership Governance	To receive a report updating the Committee on the Governance arrangements surrounding the Leeds City Region	Chief Officer (Localities and Partnerships)
Localism Bill	To receive a report updating the committee on the latest developments affecting Standards Committee in the Localism Bill	Head of Governance Services Andy Hodson
Local Public Audit	To receive a report updating the Committee on the latest developments from the department for Communities and Local Government with regards to Local Public Audit	Chief Officer (Audit and Risk) Tim Pouncey