

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>March 28<sup>th</sup> - 2012</b>		
Information Governance	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
Effectiveness of Financial Management Arrangements	To receive a report on 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
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
<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 Cook

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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.	Chief Officer (Audit and Risk) Tim Pouncey
Financial Procedure Rules	To receive a revised version of the Financial Procedure Rules for comment	Chief Officer (Audit and Risk) Tim Pouncey
Internal audit Plan	To receive and consider a report presenting the Internal Audit Plan	Chief Officer (Audit and Risk) Tim Pouncey
<b>June 2012 (date to be confirmed)</b>		
Annual Report on Risk and Performance Management	To receive a report regarding the Council's risk and performance management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey / Chief Officer (Intelligence and Improvement)
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
Access to Information	To receive a report updating the Committee on the effectiveness of the Council's RIPA policy	Head of Property Finance & Technology
<b>July 2012 (date to be confirmed)</b>		
Capital Programme Approvals	To receive a report updating the Committee with regards to the implementation of the new capital programme approvals framework (report added to the work programme on 23 <sup>rd</sup> January 2012)	Chief Officer (Financial Development) Maureen Taylor
Annual Internal Audit Report	To receive the Annual Internal Audit Report	Chief Officer (Audit and Risk) Tim Pouncey
Achievement of Appraisal Objectives	To receive a report updating the Committee on progress made in achieving the objective of all staff receiving an appraisal	Chief Officer (HR) Lorraine Hallam

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Staff Engagement	To receive a report providing assurance that staff are fully involved in delivering change and feel able to make an impact on how services are delivered.	Chief Officer (HR) Loraine Hallam
Equality and Engagement	To receive a report providing assurance that all major decisions evidence that appropriate consideration of equality issues can be taken	Chief Officer (Localities and Partnerships)
Work Force Planning	To receive a report providing assurance that arrangements are in place to enable the reduction in the size of the work force required by the budget	Chief Officer (HR) Loraine Hallam
<b>September 2012 (date to be confirmed)</b>		
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
Annual Governance Statement	To receive the Annual Governance Statement	Head of Governance Services Andy Hodson
<b>November 2012 (date to be confirmed)</b>		
KPMG – Annual Audit Letter	To receive a report providing a summary of the results of the audit for 2011/12	Chief Officer (Financial Management) Doug Meeson
Bi – Monthly Internal Audit Report	To receive a report updating the Committee on the latest Internal Audit developments	Chief Officer (Audit and Risk) Tim Pouncey
<b>Un-scheduled items for 2011/12</b>		
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

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
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)
Spending Money Wisely	To receive a report providing assurance that effective arrangements are in place to ensure the Council spends money wisely	Chief Officer (Audit and Risk) Tim Pouncey
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