

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
28th September 2012		
Annual Report: Corporate Decision Making Framework.	To receive a report presenting a commentary on compliance with Statutory and Constitutional requirements for decision making (including aspects relating to the Forward Plan, Call In, Access to Information, evidencing equality and consultation considerations).	Principle Corporate Governance Officer Kate Sadler
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 Internal Audit Report	To receive the Annual Internal Audit Report	Chief Officer (Audit and Risk) Tim Pouncey
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)	Chief Officer Customer Services Paul Broughton
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 rd January 2012)	Chief Officer (Financial Development) Maureen Taylor
Annual Governance Statement	To receive the Annual Governance Statement	Head of Governance Services Andy Hodson

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ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Fighting Fraud Locally	To receive a report concerning the Council's approach to achieving the objectives of 'Fighting Fraud Locally'	Chief Officer (Audit and Risk) Tim Pouncey
9th November 2012		
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
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
21st January 2013		
Transformation of Procurement	To receive report updating the Committee on the transformation of procurement	Chief Officer Public Private Partnership Unit and Procurement Dave Outram
KPMG – Audit Plan	To receive a report seeking Approval of the Audit Plan	Chief Officer (Financial Management) Doug Meeson
Internal Audit quarterly report	To receive the Internal Audit quarterly report	Chief Officer (Audit and Risk) Tim Pouncey
27th March 2013		

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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)
Annual Financial Management Report	To receive the annual report reviewing the Financial Planning and Management Arrangements at the Council	Chief Officer (Financial Management) Doug Meeson
KPMG Certification of Grants and Returns	To receive a report certifying grants and returns	Chief Officer (Financial Management) Doug Meeson
22nd April 2013		
Annual Report of the Committee	To receive the draft Annual Report	Chief Officer (Audit and Risk) Tim Pouncey
Internal Audit quarterly report	To receive the Internal Audit quarterly report	Chief Officer (Audit and Risk) Tim Pouncey
Un-scheduled items for 2012/13		
Financial Procedure Rules	To receive a report reviewing the success of the revised FPRs.	Chief Officer (Audit and Risk) Tim Pouncey
Assurances of the process by Which Planning Decisions Are Taken	To receive the Annual report providing Assurance of the process by Which Planning Decisions Are Taken	Phil Crabtree (Chief Planning Officer)