

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE  
WORK PROGRAMME**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
<b>22<sup>nd</sup> April 2013</b>		
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
Annual Business Continuity Report	To receive the annual report reviewing the Councils Business Continuity planning.	
Internal Audit Plan	To receive a report informing the Committee of the Internal Audit Plan for 2013/14	Chief Officer (Audit and Risk) Tim Pouncey
Calderdale Shared Service Agreement	To receive a report updating the Committee on the latest position with regards to the establishment of a Social Care System in partnership with Calderdale MBC	Steve Hume Chief Officer (Resources and Strategy)
Internal Audit Operating Standards	To receive a report which reviews the Internal Audit Operating Standards	Chief Officer (Audit and Risk) Tim Pouncey
<b>July 2013</b>		
Release of Accounts for Public Inspection	To receive a report releasing the Accounts for public inspection.	Chief Officer (Financial Management) Doug Meeson
Annual Internal Audit Report	To receive the Annual Internal Audit Report	Chief Officer (Audit and Risk) Tim Pouncey
Annual Decision Making Report (Including Licensing / Planning)	To receive a report presenting the outcome of the monitoring process relating to decisions taken at the Council	Head of Governance Services Andy Hodson

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Annual Report on Performance and Risk Management	To receive a report regarding the Council's risk management arrangements.	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
Annual Financial Management Report (Incorporating Capital)	To receive the annual report reviewing the Financial Planning and Management Arrangements at the Council	Chief Officer (Financial Management) Doug Meeson
KPMG – Interim Audit report	To receive the KPMG Interim audit report	Chief Officer (Financial Management) Doug Meeson
Clinical Governance Assurance	To receive a report of the Director of Public Health to highlighting the risk to the service and the plans to mitigate against these.	Dr Ian Cameron
<b>September 2013</b>		
KPMG – Report to Those Charged With Governance –	To receive a report giving the opinion on the financial statements, value for money conclusion and audit certificate.	Chief Officer (Financial Management) Doug Meeson
Approval of LCC Accounts	To receive a report requesting approval of the LCC Accounts	Chief Officer (Financial Management) Doug Meeson

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME

Annual Governance Statement (and Review of the Code of Corporate Governance)	To receive and approve the Annual Governance Statement	Head of Governance Services Andy Hodson
Internal Audit Quarterly Report	To receive the Internal Audit quarterly report	Chief Officer (Audit and Risk) Tim Pouncey
Local Government Ombudsman's Annual Letter	To receive the annual letter from the Local Government Ombudsman	Chief Officer Customer Services Paul Broughton
<b>January 2014</b>		
KPMG – Annual Audit Letter – including opinion	To receive a report certifying grants and returns and to consider the Audit Fee letter.	Chief Officer (Financial Management) Doug Meeson
KPMG – Certification of Grant Claims and Returns	To receive a report certifying grants and returns and to consider the Audit Fee letter.	Chief Officer (Financial Management) Doug Meeson
KPMG – Approval of External Audit Plan	To receive a report requesting approval of the external 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
Treasury Management Annual Report	To receive the annually Treasury Management Report providing assurance on the processes used by the department	Chief Officer (Financial Development) Maureen Taylor
<b>April 2014</b>		

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Internal Audit Plan	To receive a report informing the Committee of the Internal Audit Plan for 2013/14	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
Information Security Annual Report	To receive a report on the Council's Information Security arrangements.	Chief Officer (Business Transformation) Lee Hemsworth
Annual Business Continuity Report	To receive the annual report reviewing the Councils Business Continuity planning.	
Annual Report of the Committee	To receive the Annual report of the Committee reviewing the work completed over the last year	Head of Governance Services Andy Hodson