

# WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

## AUDIT AND GOVERNANCE COMMITTEE

DATE: 28 NOVEMBER 2006

AGENDA ITEM NO: **5**

### SUBJECT: PROGRAMME OF MEETINGS

#### Report of the Clerk

#### 1. MATTER FOR CONSIDERATION

1.1. The future programme of meetings for the Committee.

#### 2. INFORMATION

2.1. The Committee was created at the Annual Meeting of the Authority in June 2006 and held its first meeting on 15 September 2006. There were a significant number of reports and paperwork at that meeting and the Committee received a presentation from the Audit Commission. It was agreed that a programme be prepared for future meetings with appropriate dates suggested.

2.2. An assessment of the general annual requirements is set out on the attached sheet. It is not intended to be comprehensive but does indicate, simply in the first section listing statutory reports, that a quarterly meeting will be required. Whilst the list of matters to be considered is extensive the details will be determined in the light of current circumstances at the time.

2.3. Therefore in order to ensure a regular governance overview is taken of Authority matters and to meet the statutory requirements of audit and accounting legislation it is suggested that future meetings be quarterly and be set at the start of each municipal year at the Annual meeting.

2.4. For the current year it is suggested that the four meetings be as follows:

Inaugural meeting 15 September 2006

Today's meeting 28 November 2006

March Quarter 2 March 2007

June Quarter 29 June 2007 (After AGM on 22 June)

2.5. As none of the current membership of the committee are up for re-election in 2007 there would be no problems with holding the meeting either just before or just after the annual meeting of the Authority.

**3. FINANCIAL AND LEGAL IMPLICATIONS**

3.1. None directly arising from this report.

**4. STAFFING IMPLICATIONS**

4.1. There will be a considerable workload arising from preparing reports for the cycle of meetings of the Committee although this may reduce once the initial cycle of meetings has taken place.

**5. EQUAL OPPORTUNITY IMPLICATIONS**

5.1. None directly arising from this report.

**6. RECOMMENDATIONS**

6.1. That Members note the report

6.2. That the future dates of meetings be approved

**Clerk to the Authority  
West Yorkshire Passenger Transport Authority**

Type of report	Meeting at which report considered			
	June	Sept	Dec	March
<b>Statutory matters</b>				
Annual Accounts	X	X		
External Audit Reports				
Audit Plan				X
Annual Governance Report		X		
Audit Opinion			X	
Annual Audit Letter			X	
<b>General Matters</b>				
Internal Audit				
Audit Plan				X
Annual Audit Report	X			
Other Audit Reports (as Req'd)	X	X	X	X
Statement of Internal Control				
Risk Register	X	X	X	X
Changes/work since last meeting	X	X	X	X
eg signing of Leeds agreement				
new code of conduct issued etc				
<b>Other matters on which reports might be expected</b>				
Regionalisation / Government White Paper?	X	X	X	X
Report on Non-Executive Directors (PTE) and other specifically required reports based on Audit Recommendations.				
Responses to communications from the Audit Commission nationally eg . Appointment of External Auditors				
Reports on matters related to Internal Governance Arrangements as required.				