

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 9th April, 2014
at 2.00 pm

MEMBERSHIP

Councillors

P Grahame	J Bentley	C Fox	R Finnigan
N Taggart		R Wood	
T Hanley			
G Hussain (Chair)			
E Taylor			
J Illingworth			
J Hardy			

- **Please note at 1:30pm prior to the meeting of the Committee KPMG will provide a briefing to Members on Protecting the Public Purse**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES 21ST JANUARY 2014</p> <p>To receive the minutes of the meeting held on 21st January 2014</p>	1 - 6
7			<p>MANDATORY IMPLEMENTATION OF THE DCLG CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY</p> <p>To receive a report of The Deputy Chief Executive which provides the Committee with assurance that the Council is meeting its obligation to publish mandatory datasets as prescribed by the Code of Recommended Practice.</p>	7 - 18

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8			<p>BUSINESS CONTINUITY ARRANGEMENTS FOR LCC'S CRITICAL SERVICES</p> <p>To receive a report of the Deputy Chief Executive providing assurance that the business continuity plans and arrangements in place for LCC's critical services are fit for purpose, up to date, embedded and being routinely complied with. The report also provides assurance that LCC is compliant with the statutory duties detailed in the Civil Contingencies Act 2004.</p>	19 - 26
9			<p>UPDATE OF THE WHISTLEBLOWING POLICY AND RAISING CONCERNS POLICY</p> <p>To receive a report of the Chief Officer, Audit and Investment which consults the Committee upon a review that is taking place of the Council's Whistleblowing Policy and Raising Concerns Policy. The report informs the Committee of the revisions in accordance with the changes to Public Interest Disclosure legislation, and provides an opportunity to comment on the current proposals.</p>	27 - 46
10			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT</p> <p>To receive a report of the City Solicitor presenting the Committee Annual Report which provides an overview of the work completed by the Committee over the 2013/14 municipal year.</p>	47 - 56
11			<p>WORK PROGRAMME REPORT</p> <p>To receive a report of the City Solicitor notifying Members of the Committee of the draft work programme.</p>	57 - 62

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12			<p data-bbox="675 181 1353 286">INTERNAL AUDIT UPDATE REPORT 1ST DECEMBER 2013 TO 28TH FEBRUARY 2014 AND INTERNAL AUDIT PLAN 2014/15</p> <p data-bbox="675 331 1394 651">To receive a report of the Chief Officer (Audit and Investment) which provides a summary of internal audit activity for the period 1st December 2013 to 28th February 2014 and highlight the incidence of any significant control failings or weaknesses. The proposed Internal Audit Plan for 2014/15 is also included as part of the report and has been challenged and agreed by the Deputy Chief Executive.</p> <p data-bbox="675 725 991 759">Third Party Recording</p> <p data-bbox="675 799 1382 1014">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="675 1057 1310 1126">Use of Recordings by Third Parties– code of practice</p> <p data-bbox="675 1167 1401 1382">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p data-bbox="675 1388 1385 1675">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	63 - 98