

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 19th September, 2014
at 2.00 pm**

MEMBERSHIP

Councillors

| | | |
|-------------------|-----------|------------|
| P Grahame | J Bentley | R Wood |
| T Hanley | | J L Carter |
| G Hussain (Chair) | | |
| E Taylor | | |
| J Pryor | | |
| J Cummins | | |
| A McKenna | | |

A G E N D A

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| 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 style="padding-left: 40px;">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</p> <p>To receive any apologies for absence.</p> | |
| 6 | | | <p>MINUTES - 11TH JULY 2014</p> <p>To receive the minutes of the meeting held on 11th July 2014.</p> | 1 - 8 |
| 7 | | | <p>INTERNAL AUDIT UPDATE REPORT 1ST APRIL TO 31ST JULY 2014</p> <p>To receive a report of the Chief Officer (Audit & Investment) which provides a summary of internal audit activity for the period 1st April to 31st July 2014 and highlights the incidence of any significant control failings or weaknesses.</p> | 9 - 30 |

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| 8 | | | <p>REPORT ON THE REVIEW OF CUSTOMER RELATIONS 2013-14 AND LOCAL GOVERNMENT OMBUDSMAN'S ANNUAL REVIEW LETTER 2013-14</p> <p>To receive a report of the Chief Officer (Customer Access) which summarises the Council's complaints and Ombudsman cases for the period 1 April 2013 to 31 March 2014, provided in Appendix 1. The report discusses the effectiveness of Ombudsman arrangements and LGO Annual Review Letter to the Council, a copy of which can be found in Appendix 2. The report also assesses the overall effectiveness of the council's approach to compliments, complaints and feedback.</p> | 31 - 42 |
| 9 | | | <p>FINANCIAL PLANNING AND MANAGEMENT ARRANGEMENTS</p> <p>To receive a report of the Deputy Chief Executive. This report outlines: The key systems and procedures which are in place to deliver sound financial management ; New developments and improvements which have been put in place; New risks and issues arising. The report also aims to give members assurance that the systems and procedures in place are fit for purpose, up to date, embedded and being complied with.</p> | 43 - 58 |
| 10 | | | <p>AUDITED STATEMENT OF ACCOUNTS AND THE VALUE FOR MONEY ASSESSMENT 2013/14</p> <p>To receive a report of the Deputy Chief Executive which requests the Committee to approve the Council's final audited Statement of Accounts and consider any material amendments recommended by the auditors.</p> | 59 - 86 |
| 11 | | | <p>ANNUAL GOVERNANCE STATEMENT</p> <p>To receive a report of the City Solicitor which presents the Annual Governance Statement (AGS) to the committee for approval.</p> | 87 - 104 |

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| 12 | | | <p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor, which notifies the Committee of the draft work programme.</p> <p>THIRD PARTY RECORDING</p> <p>Third Party Recording</p> <p>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>Use of Recordings by Third Parties– code of practice</p> <p>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. 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> | 105 - 108 |