

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Wednesday, 28th January, 2015  
at 2.00 pm**

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### **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

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></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><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b></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><b>APOLOGIES</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 19TH SEPTEMBER 2014</b></p> <p>To receive the minutes of the meeting held on 19<sup>th</sup> September 2014.</p>	1 - 6
7			<p><b>UPDATE - SHARED SERVICE PARTNERSHIP WITH CALDERDALE METROPOLITAN BOROUGH COUNCIL TO MEET ADULT SOCIAL CARE TECHNOLOGY REQUIREMENTS</b></p> <p>To receive a report of the Director of Adult Social Services which has been written to provide an update on the progress of the Shared Service Partnership with Calderdale Metropolitan Borough Council and the implementation of the new social care system. It provides assurance to the Committee members that the challenges that are being faced are being resolved appropriately to enable the project to stay on track to provide the required technology solution within Adult Social Care.</p>	7 - 10

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8			<p><b>TREASURY MANAGEMENT GOVERNANCE REPORT 2014</b></p> <p>To receive a report of the Chief Officer (Financial Services) The annual report outlines the governance framework for the management of the Council's TM function. This report also reviews compliance with updated CIPFA guidance notes for practitioners on the Prudential Code for Capital Finance in Local Authorities issued in 2013.</p>	11 - 16
9			<p><b>INTERNAL AUDIT UPDATE REPORT</b></p> <p>To receive a report of the Acting Head of Internal Audit which provides a summary of internal audit activity for the period 1st August to 30th November 2014 and highlights the incidence of any significant control failings or weaknesses.</p>	17 - 38
10			<p><b>KPMG REPORT - ANNUAL AUDIT LETTER 2013/14</b></p> <p>To receive a report of the Director of Resources which provides a summary of the key external audit findings in respect of the 2013/14 financial year.</p>	39 - 48
11			<p><b>KPMG CERTIFICATION OF GRANTS AND RETURNS 2013/14</b></p> <p>To receive a report of the Director of Resources informing the Committee on the result of the work of auditors in respect of work carried out on the certification of grant claims in 2013/14.</p>	49 - 58
12			<p><b>KPMG EXTERNAL AUDIT PLAN 2014/15</b></p> <p>To receive a report of the Director of Resources informing the Committee of KPMG's audit plan for the audit of the Council's accounts and Value for Money arrangements. The attached report from KPMG highlights the risk based approach to the audit and the main risks they have identified for 2014/15.</p>	59 - 88

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13			<p><b>WORK PROGRAMME</b></p> <p>To receive a report of the City Solicitor notifying Members of the Committee of the draft work programme.</p>	89 - 92
14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>2pm, Friday, 20<sup>th</sup> March 2015</p> <p><b>THIRD PARTY RECORDING</b></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.</p> <p>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>	