

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 9th July, 2015
at 2.00 pm**

MEMBERSHIP

Councillors

| | | |
|-------------------|-----------|-----------|
| P Grahame | J Bentley | R Wood |
| G Hussain (Chair) | | P Harrand |
| A McKenna | | |
| K Bruce | | |
| N Dawson | | |
| A Sobel | | |
| J Illingworth | | |

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>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 - 25TH JUNE 2015</p> <p>To receive the minutes of the meeting held on 25th June 2015.</p> | 1 - 6 |
| 7 | | | <p>KPMG INTERIM AUDIT REPORT</p> <p>To receive a report of the Deputy Chief Executive In line with the external audit plan for 2014/15 which was presented to this Committee in January 2015, this report highlights the results of KPMG's interim audit work in relation to the 2014/15 financial statements and the initial work undertaken to support their 2014/15 value for money conclusion. KPMG's full report is attached.</p> | 7 - 22 |
| 8 | | | <p>THE STATEMENT OF ACCOUNTS 2014/15</p> <p>To receive a report of The Deputy Chief Executive which presents to the Committee the 2014/15 Statement of Accounts prior to them being made available for public inspection. The Statement of Accounts is included with the agenda as a separate document for Committee members and is published on the Council's internet site.</p> | 23 - 28 |

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| 9 | | | <p>ANNUAL DECISION MAKING ASSURANCE REPORT</p> <p>To receive a report of the Head of Governance Services. This is the annual report to the Committee concerning the Council's decision making arrangements. This report provides one of the sources of assurance which the Committee is able to take into account when considering the approval of the Annual Governance Statement. Members are asked to consider the results of monitoring documented within the body of this report and to note the assurances given by the Head of Governance Services, the Head of Licensing and Registration and the Chief Planning Officer, that the decision making framework in place within Leeds City Council is up to date, fit for purpose, effectively communicated and routinely complied with.</p> | 29 - 58 |
| 10 | | | <p>INTERNAL AUDIT UPDATE REPORT 1ST FEBRUARY TO 31ST MAY 2015</p> <p>To receive a report of the Deputy Chief Executive which provides a summary of internal audit activity for the period 1st February 2015 to 31st May 2015 and highlight the incidence of any significant control failings or weaknesses.</p> | 59 - 80 |
| 11 | | | <p>INTERNAL AUDIT QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME FRAMEWORK AND INTERNAL AUDIT CHARTER</p> <p>To receive a report of the Deputy Chief Executive which seeks approval for the Internal Audit Charter and asks the Committee to note the Internal Audit Quality Assurance and Improvement Programme (QAIP) Framework as defined by the Public Sector Internal Audit Standards (PSIAS.)</p> | 81 - 114 |

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| 12 | | | <p>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2014/15</p> <p>To receive a report of the Deputy Chief Executive. The purpose of this report is to bring to the attention of the Committee the annual Internal Audit opinion and basis of the internal audit assurance for 2014/15. By reviewing, challenging and monitoring such reports the Committee itself is demonstrating sound governance arrangements and enabling it to take appropriate action if needed. It should be noted that Internal Audit will also issue interim reports to the Committee if any significant matters arise which would warrant immediate attention.</p> | 115 - 154 |
| 13 | | | <p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor notifying the Committee of the draft work programme for the 2015/16 municipal year.</p> | 155 - 162 |
| 14 | | | <p>DATE AND TIME OF NEXT MEETING</p> <p>2pm, Friday 18th September 2015.</p> | |

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| | | | <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.</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> | |