

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 28th January, 2016
at 2.00 pm**

MEMBERSHIP

Councillors

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

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>	
6			<p>MINUTES - 18TH SEPTEMBER 2015</p> <p>To receive and approve the minutes of the meeting held on 18th September 2015.</p>	1 - 8
7			<p>KPMG ANNUAL AUDIT LETTER 2014/15</p> <p>To receive a report of the Deputy Chief Executive which provides a summary of the key external audit findings in respect of the 2014/15 financial year.</p>	9 - 18
8			<p>KPMG CERTIFICATION OF GRANTS REPORT 2014/15</p> <p>To receive a report of the Deputy Chief Executive which informs Members on the result of the work of auditors in respect of work carried out on the certification of grant claims in 2014/15.</p>	19 - 28
9			<p>KPMG SUMMARY EXTERNAL AUDIT PLAN 2015/16</p> <p>To receive a report of the Deputy Chief Executive which informs Members of progress in KPMG's audit planning for the audit of the Council's accounts and Value for Money arrangements. The attached report from KPMG highlights the main risks they have identified for 2015/16.</p>	29 - 64

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10			<p data-bbox="676 181 1251 215">KPMG TECHNICAL UPDATE REPORT</p> <p data-bbox="676 255 1378 434">To receive a report of the Deputy Chief Executive which introduces the attached report from KPMG which provides Members with information on several major issues affecting local authorities in general.</p>	65 - 88
11			<p data-bbox="676 506 1337 573">REPORT ON THE RECENT CUSTOMER RELATIONS ISSUES AND TRENDS 2015-16</p> <p data-bbox="676 613 1401 864">To receive a report of the Chief Officer, Customer Access which summarises the council's complaints and ombudsman cases for each directorate for the period 1 January 2015 to 31 December 2015. The report also assesses the overall effectiveness of the council's approach to compliments, complaints and feedback.</p>	89 - 160
12			<p data-bbox="676 943 1385 1077">CHANGES TO THE STATUTORY TIMESCALES FOR APPROVING THE ACCOUNTS AND FUTURE ARRANGEMENTS FOR APPOINTING EXTERNAL AUDITORS</p> <p data-bbox="676 1122 1394 1373">To receive a report of the Deputy Chief Executive informing Members of changes to the statutory timescales for approving the accounts which have come into force for 2015/16, and to update members on the latest developments on the future appointment of external auditors for local authorities.</p>	161 - 176
13			<p data-bbox="676 1447 1337 1514">TREASURY MANAGEMENT GOVERNANCE REPORT 2015</p> <p data-bbox="676 1559 1378 1809">To receive a report of the Deputy Chief Executive which 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 2011.</p>	177 - 184

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14			<p>INTERNAL AUDIT UPDATE REPORT 1ST AUGUST TO 31ST DECEMBER 2015</p> <p>To receive a report of the Deputy Chief Executive which provides a summary of internal audit activity for the period 1st August to 31st December 2015 and highlights the incidence of any significant control failings or weaknesses.</p>	185 - 208
15			<p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor notifying and Informing the Committee of the draft work programme.</p>	209 - 214
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm, Friday 18th March 2016.</p>	

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			<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.</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>	