

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Friday, 18th March, 2016  
at 2.00 pm**

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### **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><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 FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 28TH JANUARY 2016</b></p> <p>To receive and approve the minutes of the meeting held on 28<sup>th</sup> January 2016.</p>	1 - 8
7			<p><b>KPMG FULL AUDIT PLAN 2015/16</b></p> <p>To receive a report of the Deputy Chief Executive which informs members of KPMG's full 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 2015/16.</p>	9 - 28
8			<p><b>INTERNAL AUDIT PLAN 2016-17</b></p> <p>To receive a report of the Deputy Chief Executive which presents the proposed Internal Audit Plan for 2016-17 to the Corporate Governance and Audit Committee for review and approval. This report also includes a summary of the basis for the plan. The plan has been developed in consultation with senior management including the Chief Officer (Financial Services) and the Deputy Chief Executive.</p>	29 - 54

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9			<b>INTERNAL AUDIT UPDATE REPORT 1ST JANUARY TO 29TH FEBRUARY 2016</b>  To receive a report of the Deputy Chief Executive which provides a summary of Internal Audit activity for the period 1st January to 29th February 2016 and highlight the incidence of any significant control failings or weaknesses.	55 - 74
10			<b>ANNUAL BUSINESS CONTINUITY REPORT</b>  To receive a report of the Deputy Chief Executive which provides assurance to the Corporate Governance & Audit Committee of the adequacy of the business continuity management arrangements currently in place. The report also provides assurance that LCC maintains compliance with the statutory duties contained within the Civil Contingencies Act 2004.	75 - 84
11			<b>ANNUAL INFORMATION GOVERNANCE REPORT</b>  To receive a report of the Deputy Chief Executive which provides the Committee with an annual report on the steps being taken to improve Leeds City Council's information governance in order to provide assurance for the annual governance statement.	85 - 104
12			<b>REVIEW OF FINANCIAL GOVERNANCE AND CONTROL ARRANGEMENTS FOR PARTNERSHIPS</b>  To receive a report of the Deputy Chief Executive which aims to update the Committee on work undertaken to identify and review joint-working arrangements with other organisations and to ensure that appropriate financial governance and control arrangements are in place.	105 - 114
13			<b>WORK PROGRAMME</b>  To receive a report of the City Solicitor notifying and inviting comment on the 2016/17 forthcoming work programme.	115 - 120

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14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To be confirmed.</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>	