

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 27th January, 2017
at 2.00 pm**

MEMBERSHIP

Councillors

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

A G E N D A

Item No	Ward	Item Not Open		Page No
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>	

Item No	Ward	Item Not Open		Page No
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 OF THE PREVIOUS MEETING</p> <p>To receive and approve the Minutes of the previous meeting held on 16th September 2016.</p> <p>(Copy attached)</p>	1 - 8
7			<p>BUSINESS RATES - WORKING GROUP RECOMMENDATIONS</p> <p>To consider a report by the Head of Governance and Scrutiny Support/ Business Rate Manager which presents recommendations for approval by Corporate Governance and Audit Committee following consideration of issues relating to Business Rates by a Working Group appointed by the Committee in September 2016.</p> <p>(Report attached)</p>	9 - 18

Item No	Ward	Item Not Open		Page No
8			<p>CUSTOMER CONTACT AND SATISFACTION - ANNUAL REPORT.</p> <p>To consider a report by the Chief Officer, Customer Access which provides an annual update on customer contact and customer satisfaction with Council services. The report provides information and data covering the scale and scope of customer contact, levels of customer satisfaction with the provision of customer services and data pertaining to the council's formal compliments and complaints process.</p> <p>The report also provides a high-level update on actions taken in the past 12 months to improve access and customer satisfaction and outlines actions that have been agreed for the next 12 months to standardise processes across the council with regard to customer contact and satisfaction as a result of the recent internal audit report.</p> <p>(Report attached)</p>	19 - 38
9			<p>TREASURY MANAGEMENT GOVERNANCE REPORT 2016</p> <p>To consider a report of the Deputy Chief Executive which outlines the governance framework for the management of the Council's Treasury Management function.</p> <p>The 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> <p>(Report attached)</p>	39 - 48

Item No	Ward	Item Not Open		Page No
10			KPMG CERTIFICATION OF GRANTS REPORT 2015/16 To consider a report by the Deputy Chief Executive sets of details of the outcomes of the work of auditors in respect of the certification of grant claims in 2015/16. (Report attached)	49 - 58
11			KPMG IT AUDIT 2015/16 To consider a report by the Deputy Chief Executive which provides the results of KPMG's audit work in 2015/16 in respect of IT controls. (Report attached)	59 - 72
12			KPMG ANNUAL AUDIT LETTER 2015/16 To consider a report by the Deputy Chief Executive which provides a summary of the key external audit findings in respect of the 2015/16 financial year. (Report attached)	73 - 84
13			PROCUREMENT OF EXTERNAL AUDITOR To consider a report by the Deputy Chief Executive which sets out details of the changes to the arrangements for appointing the council's external auditor, and to consider the options available, with a view to making a recommendation to Council to be consider at the meeting to be held on 22 nd February 2017. (Report attached)	85 - 106

Item No	Ward	Item Not Open		Page No
14			<p>INTERNAL AUDIT UPDATE REPORT 1ST SEPTEMBER TO 31ST DECEMBER 2016</p> <p>To consider a report by the Deputy Chief Executive which provides a summary of the Internal Audit activity for the period 1st September to 31st December 2016 and highlights the incidence of any significant control failings or weaknesses.</p> <p>(Report attached)</p>	107 - 122
15			<p>PUBLIC SECTOR INTERNAL AUDIT STANDARDS - EXTERNAL ASSESSMENT OF LEEDS CITY COUNCIL INTERNAL AUDIT</p> <p>To consider a report by the Deputy Chief Executive, which provides the outcome of Nottingham City Council's assessment of the extent to which Internal Audit comply with the Public Sector Internal Audit Standards (PSIAS)</p> <p>(Report attached)</p>	123 - 146
16			<p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor which notifies Members of the of the Committee's draft work programme for the 2016/17 year.</p> <p>(Report attached)</p>	147 - 150
17			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday 7th April 2017 at 2.00pm in the Civic Hall, Leeds.</p>	

Item No	Ward	Item Not Open		Page No
			<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> <ul style="list-style-type: none"> 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. 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. 	