

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, on
Friday, 22nd September, 2017 at 10.00 am**

MEMBERSHIP

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

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 apologies for absence (If any)</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the Minutes of the previous meeting held on 20th June 2017.</p> <p>(Copy attached)</p>	1 - 10
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the Minutes.</p>	
8			<p>INTERNAL AUDIT UPDATE REPORT JUNE TO AUGUST 2017</p> <p>To consider a report by the Chief Officer – Financial Services which provides a summary of the Internal Audit activity for the period June to August 2017 and highlight the incidence of any significant control failings or weaknesses.</p> <p>The report also provides information from the Head of Service (Legal) about the recent use of the council's surveillance powers under RIPA.</p> <p>(Report attached)</p>	11 - 34

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9			<p>ANNUAL INFORMATION GOVERNANCE REPORT - UPDATE ON CYBER POSITION</p> <p>To consider a report by the Director of Resources and Housing which provides an update on the current position on Cyber Assurance and Compliance, specifically compliance to the PSN Assurance standard.</p> <p>(Report attached)</p>	35 - 40
10			<p>APPROVAL OF THE AUDITED STATEMENT OF ACCOUNTS AND KPMG AUDIT REPORT</p> <p>To consider a report of the Chief Officer - Financial Services which explains the requirement for the Corporate Governance and Audit Committee to approve the Council's final audited Statement of Accounts and to consider any material amendments identified by the Council or recommended by the auditors.</p> <p>(Report attached)</p>	41 - 84
11			<p>KPMG IT AUDIT FINDINGS 2016/17</p> <p>To consider a report by the Chief Officer - Financial Services which presents the results of KPMG's audit work in 2016/17 in respect of IT controls.</p> <p>(Report attached)</p>	85 - 100
12			<p>ANNUAL GOVERNANCE STATEMENT</p> <p>To consider a report by the City Solicitor which presents the Annual Governance Statement (AGS) to the committee for approval.</p> <p>(Report attached)</p>	101 - 126

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13			<p>WORK PROGRAMME 2017/18</p> <p>To receive a report of the City Solicitor which notifies Members of the Committee’s draft Work Programme for the 2017/18 year.</p> <p>(Report attached)</p>	127 - 130
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday 19th January 2018 at 10.00am in the Civic Hall, Leeds.</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>	