

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Friday, 16th March, 2018 at 10.00 am**

MEMBERSHIP

Councillors

K Bruce	J Bentley	R Wood
N Dawson		P Harrand
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> <ol style="list-style-type: none"> 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- <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 FOR THE PREVIOUS MEETING</p> <p>To receive and approve the Minutes of the previous meeting held on 22nd January 2018.</p> <p>(Copy attached)</p>	1 - 10
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes. (If any)</p>	
8			<p>ANNUAL INFORMATION GOVERNANCE REPORT</p> <p>To consider a report by the Director and Resources and Housing which presents the Annual Information Governance report.</p> <p>The report sets out the steps being taken to improve Leeds City Council's information governance in order to provide assurance for the annual governance statement.</p> <p>(Report attached)</p>	11 - 32

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9			<p>PROCUREMENT ASSURANCE REPORT</p> <p>To consider a report by the Chief Officer Projects Programmes and Procurement Unit which presents the Annual Procurement Assurance report.</p> <p>The report sets out details of the Council's procurement function and the ongoing work to maintain effective procurement support tools and guidance.</p> <p>(Report attached)</p>	33 - 48
10			<p>ANNUAL BUSINESS CONTINUITY REPORT</p> <p>To consider a report by the Director of Resources and Housing which presents the Annual Business Continuity report.</p> <p>The report seeks to provide assurance that Leeds City Council (LCC) maintains compliance with the statutory duties contained within the Civil Contingencies Act 2004.</p> <p>(Report attached)</p>	49 - 60
11			<p>INTERNAL AUDIT UPDATE REPORT JANUARY TO FEBRUARY 2018</p> <p>To consider a report by the Chief Officer Financial Services which provides a summary of the Internal Audit activity for the period January to February 2018 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>	61 - 72

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12			<p>INTERNAL AUDIT PLAN 2018-19</p> <p>To consider a report by the Chief Officer Financial Services which presents the proposed Internal Audit Plan for 2018-19 for review and approval.</p> <p>The report also includes a summary of the basis for the plan which has been developed in consultation with senior management.</p> <p>(Report attached)</p>	73 - 88
13			<p>REVIEW OF THE WHISTLEBLOWING AND RAISING CONCERNS POLICY</p> <p>To consider a report by the Chief Officer Financial Services which sets out details of the revisions to the Whistleblowing Policy and Raising Concerns Policies.</p> <p>The report also provides Members with an opportunity to comment on the updated policies prior to publication.</p> <p>(Report attached)</p>	89 - 114
14			<p>ANNUAL ASSURANCE REPORT ON THE FINANCIAL MANAGEMENT AND CONTROL ARRANGEMENTS AND COMPLIANCE WITH THE CHIEF FINANCE OFFICER PROTOCOL</p> <p>To consider a report by the Chief Officer Financial Services which aims to provide assurance to Members that the financial control and financial governance arrangements that are in place are fit for purpose, up to date and embedded across the organisation.</p> <p>(Report attached)</p>	115 - 142
15			<p>WORK PROGRAMME 2018/19</p> <p>To receive a report of the City Solicitor which notifies Members of the Committee's draft Work Programme for 2018/19</p> <p>(Report attached)</p>	143 - 148

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16			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Tuesday, 26th June 2018 at 10.00am in the Civic Hall, Leeds.</p>	