

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 6th February, 2023
at 10.00 am**

MEMBERSHIP

Councillors

G Almass	R Downes	P Harrand
P Truswell		J Shemilt
M Midgley		B Flynn
P Wray (Chair)		
J Dowson		
J Illingworth		

Independent Member

Linda Wild

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.

We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in person, please advise us in advance of any specific access requirements that we need to take into account by email (FacilitiesManagement@leeds.gov.uk) . Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.

Note to observers of the meeting. To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (link below) ahead of the meeting. The webcast will become available at the commencement of the meeting:

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=161&MId=11945&Ver=4>

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 INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES</p>	
6			<p>MINUTES - 28TH NOVEMBER 2022</p> <p>To receive the minutes of the meeting held on 28th November 2022, for approval.</p>	7 - 14
7			<p>ANNUAL INFORMATION GOVERNANCE REPORT, INCLUDING THE ANNUAL REPORT OF THE CALDICOTT GUARDIAN</p> <p>To receive the report of the Director of Resources and the Director of Adults and Health to provide Corporate Governance and Audit Committee with an annual report on the arrangements in place within Leeds City Council with regards to information management and governance in order to provide assurance for the annual governance statement.</p>	15 - 36
8			<p>DECISION MAKING STATEMENT OF INTERNAL CONTROL</p> <p>This is the annual report of Chief Digital and Information Officer to the Committee concerning the decision-making arrangements within the Integrated Digital Service (IDS) and provides assurances that these arrangements are up to date, fit for purpose, effectively communicated and routinely complied with.</p>	37 - 52

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9			<p>INTERNAL AUDIT UPDATE REPORT SEPTEMBER TO DECEMBER 2022</p> <p>The report of the Chief Officer Financial Services provides a source of assurance that the internal control environment is operating as intended through a summary of the Internal Audit activity for the period from September to December 2022.</p>	53 - 98
10			<p>APPROVAL OF THE 2020/21 STATEMENT OF ACCOUNTS AND GRANT THORNTON AUDIT REPORT</p> <p>To receive the report of the Chief Finance Officer on Grant Thornton's audit of the 2020/21 accounts as they near completion and an update report on their findings.</p>	99 - 108
11			<p>ANNUAL ASSURANCE REPORT IN RELATION TO EMPLOYMENT POLICIES AND EMPLOYEE CONDUCT</p> <p>The report of the Chief Officer Human Resources is the annual report to the committee concerning the Council's employment policies and employee conduct. The report provides assurance to the Committee that, employee conduct is properly managed, policies are regularly reviewed and employee conduct forms part of normal manager/ employee relations.</p>	109 - 124
12			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2022-23</p> <p>The report of the Chief Officer Financial Services presents the work programme for the Corporate Governance and Audit Committee, setting out future business for the committee's agenda, together with details of when items will be presented.</p>	125 - 130
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting will be on Monday 24th March 2023 at 10.00am.</p>	

Third Party Recording

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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.

Use of Recordings by Third Parties– code of practice

- 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.