

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 26th June, 2023
at 10.30 am

MEMBERSHIP

Councillors

G Almass	C Hart-Brooke	B Flynn
J Dowson		T Smith
H Bithell		
M France-Mir (Chair)		
J Heselwood		
P Wray		

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: [Council and democracy \(leeds.gov.uk\)](https://www.leeds.gov.uk/council-and-democracy)

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 FOR ABSENCE</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING HELD ON 20TH MARCH 2023</p> <p>To Receive the minutes of the previous meeting held on 20th March 2023, for approval as a correct record.</p>	7 - 14
7			<p>MATTERS ARISING FROM THE MINUTES</p>	
8			<p>INTERNAL AUDIT UPDATE REPORT JANUARY TO MARCH 2023</p> <p>Members are requested to consider the report of the Chief Officer (Financial Services) which 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 January to March 2023. The report highlights the incidence of any significant control failings or weaknesses.</p>	15 - 44
9			<p>COUNTER FRAUD UPDATE REPORT OCTOBER - MARCH 2023</p> <p>Members to consider the report of the Senior Head of Audit, Corporate Governance and Insurance which provides a source of assurance that the internal control environment is operating as intended through a summary of the counter fraud activity for the period from October to March 2023.</p>	45 - 64

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10			<p>CIVICA CX (HOUSING): SYSTEM INTERFACES AND INTEGRATION</p> <p>To consider the report of the Chief Officer Housing and Chief Digital & Information Officer which provides an update relating to the Housing ICT System (Civica CX) and how it integrates with other systems. This includes an update on the agreed workarounds and temporary arrangements that have been implemented, and what work is ongoing to continually improve the systems and integration.</p>	65 - 70
11			<p>ANNUAL REPORT OF CORPORATE GOVERNANCE AND AUDIT COMMITTEE</p> <p>To consider the report of the Chief Officer Financial Services which provides an assurance that the Corporate Governance and Audit Committee have discharged its duty in ensuring that the Committee complies with CIPFA's Position Statement: Audit Committees in Local Authorities and Policy.</p>	71 - 86
12			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2023-24</p> <p>To consider the report of the Chief Officer Financial Services which 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. Development and regular review of the work programme enables the Committee to manage the business appropriately in line with the risks currently facing the Council. This report also includes the proposed Member Development Plan for 2023-24 setting out arrangements to develop and extend the Committee's skills and knowledge in relation to care areas identified by CIPFA.</p>	87 - 98
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To not that the next meeting of Corporate Governance and Audit Committee is scheduled for 24th July 2023, at 10.30pm in Civic Hall.</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.