

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 25th September, 2023
at 10.30 am**

MEMBERSHIP

Councillors

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

Independent Member

L 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 - 24TH JULY 2023</p> <p>To receive the minutes of the previous meeting held on 24th July 2023 for approval.</p>	7 - 14
7			<p>MATTERS ARISING FROM THE MINUTES</p>	
8			<p>ANNUAL ASSURANCE REPORT ON PLANNING DECISION MAKING AND ENFORCEMENT ARRANGEMENTS</p> <p>The report of the Chief Planning Officer provides assurance that the Council's arrangements for dealing with and determining planning and enforcement matters are up to date, fit for purpose, effectively communicated and routinely complied with .</p>	15 - 42
9			<p>ANNUAL ASSURANCE REPORT ON DECISION MAKING</p> <p>The report of the Chief Officer Financial Services is the annual report to the Committee concerning the Council's decision-making arrangements and provides assurances that the Council's arrangements are up to date, fit for purpose, effectively communicated, and routinely complied with.</p>	43 - 72

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10			<p>INTERNAL UPDATE REPORT APRIL - AUGUST 2023</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 April to August 2023.</p>	73 - 106
11			<p>APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2023</p> <p>The report of the Chief Officer Financial Services seeks approval of the Annual Governance Statement and Action Plan for 2023.</p>	107 - 156
12			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2023-24</p> <p>The report of the Chief Officer Financial Services presents the work programme for the Corporate Governance and Audit Committee, setting out the Committee's agenda and dates when items are to be presented.</p>	157 - 162
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting of Corporate Governance and Audit Committee will be on Monday 27th November 2023 at 10.30am</p>	

Third Party Recording

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.