

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 12th February, 2024
at 10.30 am**

MEMBERSHIP

Councillors

G Almass	C Hart-Brooke	S Firth
J Dowson		M Robinson
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 by email (FacilitiesManagement@leeds.gov.uk) of any specific access requirements, or if you have a Personal Emergency Evacuation Plan (PEEP) that we need to take into account. 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

Item No	Ward	Item Not Open		Page No
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>	

Item No	Ward	Item Not Open		Page No
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 - 27TH NOVEMBER 2023</p> <p>To receive the minutes of the meeting held on 27th November 2023, for approval as a correct record.</p>	7 - 16
7			<p>MATTERS ARISING FROM THE MINUTES</p>	
8			<p>ANNUAL ASSURANCE REPORT OF INFORMATION DIGITAL SERVICES (IDS) GOVERNANCE.</p> <p>The annual report of the 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>	17 - 48

Item No	Ward	Item Not Open		Page No
9			<p>ANNUAL INFORMATION GOVERNANCE REPORT, INCLUDING THE ANNUAL REPORT OF THE CALDICOTT GUARDIAN</p> <p>This annual report of the Director of Strategy and Resources and Director of Adults and Health presents assurances to the Corporate Governance & Audit Committee on the effectiveness of the council's information management and governance arrangements through a statement of internal control.</p> <p>In addition, the report this year presents the Information Commissioner's Office (ICO) Audit Report of Leeds City Council's compliance with the UK General Data Protection Regulation (GDPR).</p>	49 - 122
10			<p>INTERNAL AUDIT UPDATE REPORT</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. The report highlights the incidence of any significant control failings or weaknesses.</p>	123 - 156
11			<p>COUNTER FRAUD UPDATE REPORT APRIL - DECEMBER 2023</p> <p>The report of the Senior Head of Audit, Corporate Governance and Insurance 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 April to December 2023.</p>	157 - 188

Item No	Ward	Item Not Open		Page No
12			<p>UPDATE REPORT ON GOVERNMENT PROPOSALS TO ADDRESS THE NATIONAL AUDIT BACKLOG, AND GRANT THORNTON'S RESPONSE AND UPDATE ON THE AUDIT 2021/22</p> <p>The report of the Chief Finance Officer informs Members of the Government's most recent proposals to address the backlog of incomplete audits across local government in England. Grant Thornton's accompanying report sets out their intended approach in response to the Government's proposals, should these go ahead. The report also provides a summary update on the progress towards completing the audit of the 2021/22 statement of accounts.</p>	189 - 192
13			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2023-24</p> <p>This report 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>	193 - 198
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting will be on Monday 18th March 2024, 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.