

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 18th March, 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

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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 - 12TH FEBRUARY 2024</p> <p>To receive the minutes of the meeting held on 12th February 2024, for approval as a correct record.</p>	7 - 20
7			<p>MATTERS ARISING FROM THE MINUTES</p>	
8			<p>INTERNAL AUDIT PLAN 2024-25</p> <p>The report of the Senior Head of Internal Audit provides Members with assurance over the approach to Internal Audit Planning for 2024-25, outlining the ways in which the process is risk-based and satisfies regulatory requirements. It also provides an opportunity for Members to review and comment on the proposed changes to the Internal Audit Charter.</p>	21 - 50
9			<p>ANNUAL ASSURANCE REPORT IN RELATION TO EMPLOYMENT POLICIES AND EMPLOYEE CONDUCT</p> <p>This is the annual report of the Chief Officer, Human Resources 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>	51 - 72

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10			<p>GRANT THORNTON FINAL ACCOUNTS 2021-22 AND FINAL ISA 260 REPORT</p> <p>The report of the Chief Finance Officer seeks approval of the 2021/22 Statement of Accounts and presents Grant Thornton Audit Report.</p>	73 - 82
11			<p>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2024-25</p> <p>The report of the Director of Strategy and Resources presents the proposed work programme for the Corporate Governance and Audit Committee for the 2024-25 municipal year, setting out future business for the Committee's agenda, together with details of when items will be presented. The report also includes the Member Development Plan for 2024-25.</p>	83 - 96
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the next meeting of Corporate Governance and Audit Committee will be on Monday 24th June 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.