

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 23rd September, 2024
at 10.30 am**

MEMBERSHIP

Councillors

J Dowson	C Hart-Brooke	M Robinson	R Chesterfield
M France-Mir (Chair)			
J Garvani			
I Wilson			
K Bruce			

Independent Member

L Wild

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 - 29TH JULY 2024</p> <p>To receive the minutes of the meeting held on 29th July 2024, for approval as a correct record.</p>	7 - 14
7			<p>MATTERS ARISING FROM THE MINUTES</p>	
8			<p>ANNUAL ASSURANCE REPORT ON PROCUREMENT POLICIES AND PRACTICES</p> <p>This is the annual report of the Head of Procurement and Commercial Services to the Committee, concerning the Council's procurement function, and provides assurances that the Council's arrangements are up to date, fit for purpose, effectively communicated, and routinely complied with.</p>	15 - 38
9			<p>ANNUAL ASSURANCE REPORTING ON PLANNING REGULATION 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>	39 - 70

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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 April to August 2024.</p>	71 - 108
11			<p>MID-YEAR UPDATE OF THE INFORMATION COMMISSIONERS OFFICE ACTION PLAN</p> <p>This report presents the Information Commissioner's Office (ICO) Audit Action Plan progress update, prior to the ICO returning to review progress in December 2024.</p>	109 - 124
12			<p>RECEIPT AND APPROVAL OF AUDITED ACCOUNTS AND EXTERNAL AUDITORS REPORT FOR 2022-23</p> <p>This report requests Members to consider the updated 2022/23 Statement of Accounts, and to approve these as the Council's final audited accounts for the year. The Committee is further asked to authorise the Chair to acknowledge this approval on behalf of the Committee by signing the appropriate section within the Statement of Responsibilities on page 1 of the accounts.</p>	125 - 184
13			<p>GRANT THORNTON - RECEIPT OF EXTERNAL AUDIT PLAN 2023-24</p> <p>This report presents Grant Thornton's Annual Audit Plan for their 2023/24 audit, covering the audit of the Council's accounts and the process for assessing its arrangements to secure value for money in the use of resources.</p>	185 - 218
14			<p>APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2024</p> <p>The report of the Chief Officer Financial Services seeks approval of the Annual Governance Statement and Action Plan for 2024.</p>	219 - 240

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15			<p>RECRUITMENT OF A SECOND INDEPENDENT MEMBER TO COMMITTEE</p> <p>To consider the recruitment of a second independent member to the Committee as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Audit Committee Guidelines.</p>	241 - 248
16			<p>WORK PROGRAMME AND MEMBER DEVELOPMENT PLAN</p> <p>This report presents the 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>	249 - 264
17			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will be on 25th November 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.