

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, on
Friday, 17th December, 2021 at 2.00 pm**

MEMBERSHIP

G Almass
P Grahame
K Maqsood
(Chair)
P Truswell
J Illingworth

J Bentley

M Foster
P Harrand
J Shemilt

(Linda Wild – Independent Member)

Please Note - Members of the public are now able to attend the meeting in person but please be mindful that Coronavirus is still circulating in Leeds. Therefore, even if you have had the vaccine, if you have Coronavirus symptoms: a high temperature; a new, continuous cough or a loss or change to your sense of smell or taste, you should NOT attend the meeting and stay at home and get a PCR test. For those who are attending the meeting, please bring a face covering unless you are exempt.

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 (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=161&MId=11573&Ver=4>

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>	

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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> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To consider and approve the minutes of the previous meeting held on 26th November 2021.</p> <p>(Copy attached)</p>	7 - 16
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes.</p>	

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8			<p>PUBLIC SECTOR INTERNAL AUDIT STANDARDS - EXTERNAL QUALITY ASSESSMENT</p> <p>To consider a report by the Chief Officer Financial Services which presents an external independent review of Leeds City Council's Internal Audit Service undertaken by Glasgow City Council.</p> <p>The report provides independent assurances confirming that that the Internal Audit Service conforms with the requirements of the Public Sector Internal Audit Standards (PSIAS).</p> <p>(Report attached, the PSIAS report (the Glasgow document) to follow)</p>	17 - 20
9			<p>ANNUAL ASSURANCE REPORT ON CORPORATE RISK MANAGEMENT ARRANGEMENTS</p> <p>To consider a report by the Head of Intelligence and Policy Service which presents Annual Assurance Report on Corporate Risk Management Arrangements and seek to provide assurance on the effectiveness of the council's corporate risk management arrangements: that they are up to date; fit for purpose; effectively communicated and routinely complied with.</p> <p>The report also explains the key arrangements in place and additional work planned for 2022.</p> <p>(Report attached)</p>	21 - 40
10			<p>ANNUAL BUSINESS CONTINUITY REPORT</p> <p>To consider a report by the Director for Resources which seeks to provide assurance to the adequacy of internal business continuity management controls currently in place in the council; that they are up to date; fit for purpose; effectively communicated and routinely complied with.</p> <p>(Report attached)</p>	41 - 58

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11			<p>ANNUAL ASSURANCE REPORT ON CORPORATE PERFORMANCE MANAGEMENT ARRANGEMENTS</p> <p>To consider a report by the Director of Resources which presents the Annual assurance report on corporate performance management arrangements and seeks to provide assurances on the effectiveness of the council's corporate performance management arrangements; that they are up to date; fit for purpose; effectively communicated and routinely complied with.</p> <p>The report also provides a key source of assurance for the Committee to consider when approving the council's Annual Governance Statement.</p> <p>(Report attached)</p>	59 - 74
12			<p>INTERNAL AUDIT UPDATE REPORT AUGUST TO NOVEMBER 2021</p> <p>To consider a report by the Chief Financial Services Officer which seeks to provide assurance that the internal control environment is operating as intended through a summary of the Internal Audit activity for the period from August to November 2021.</p> <p>The report also highlights the incidence of any significant control failings or weaknesses.</p> <p>(Report attached)</p>	75 - 104
13			<p>WORK PROGRAMME</p> <p>To consider and approve the Committee's Work Programme for the 2022 period.</p> <p>(Report attached)</p>	105 - 108

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14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday, 4th February 2022 at 2.00pm in the Civic Hall, Leeds.</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.