

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 25th November, 2024  
at 10.30 am**

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### **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](mailto: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](#)

# A G E N D A

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1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></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><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING 23RD SEPTEMBER 2024</b></p> <p>To receive the minutes of the previous meeting held on 23<sup>rd</sup> September 2024, for approval as a correct record.</p>	7 - 20
7			<p><b>MATTERS ARISING FROM THE MINUTES</b></p>	
8			<p><b>GRANT THORNTON - RECEIPT OF EXTERNAL AUDITORS ANNUAL REPORT INCLUDING 2023/24 VALUE FOR MONEY</b></p> <p>The report of the Interim Assistant Chief Executive, Finance, Traded and Resources presents Grant Thornton's Interim Auditor's Annual Report on Leeds City Council for 2023/24.</p>	21 - 24
9			<p><b>GRANT THORNTON - RECEIPT OF EXTERNAL AUDITORS I.T. REPORT 2023/24</b></p> <p>The report of the Chief Finance Officer presents Grant Thornton's IT Audit Report for the 2023/24 financial year, which is attached as Appendix 1. The IT Audit Report is undertaken in support of the audit of the financial statements and covers the control environment for the Council's main financial systems.</p>	25 - 46

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10			<p><b>ANNUAL REPORT ON FINANCIAL PLANNING AND MANAGEMENT ARRANGEMENTS</b></p> <p>The annual report of the Interim Assistant Chief Executive Finance, Traded and Resources sets out the standing arrangements for financial management and treasury management within the Council and provides evidence of compliance over the reporting period from November 2023 to October 2024.</p>	47 - 52
11			<p><b>ANNUAL ASSURANCE REPORT ON CORPORATE PERFORMANCE MANAGEMENT ARRANGEMENTS</b></p> <p>This report presents assurances to the Corporate Governance &amp; Audit Committee on the effectiveness of the Council's corporate performance management arrangements.</p>	53 - 74
12			<p><b>ANNUAL ASSURANCE REPORT ON CORPORATE RISK AND RESILIENCE ARRANGEMENTS</b></p> <p>This report provides the Corporate Governance &amp; Audit Committee with assurances relating to the adequacy of the risk and resilience controls currently in place in the council; that they are up to date, fit for purpose, embedded and routinely applied.</p>	75 - 114
13			<p><b>COUNTER FRAUD UPDATE REPORT APRIL - SEPTEMBER 2024</b></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 September 2024.</p>	115 - 118

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14			<p><b>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME AND MEMBER DEVELOPMENT PLAN</b></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>	119 - 134
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will be Monday 24<sup>th</sup> February 2025, 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.