

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

---

**Meeting to be held remotely on  
Monday, 21st September, 2020  
at 10.00 am**

---

### **MEMBERSHIP**

#### **Councillors**

P Grahame	J Bentley	P Harrand
A Scopes (Chair)		M Harrison
P Truswell		J Taylor
J Illingworth		
B Garner		

#### **Note to observers of the meeting**

To remotely observe this meeting, please click on the link below. This will take you to Leeds City Council's You Tube Channel, and the meeting can be viewed from there.

<https://www.youtube.com/playlist?list=PLggQFjpTLgpLpdtko0DLXkzcthuQAs4Qs>

# A G E N D A

Item No	Ward	Item Not Open		Page No
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>	

Item No	Ward	Item Not Open		Page No
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 DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence (If any)</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To consider and approve the minutes of the previous meeting held on 27<sup>th</sup> July 2020.</p> <p>(Copy attached)</p>	7 - 12
7			<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any matters arising from the minutes.</p>	

Item No	Ward	Item Not Open		Page No
8			<p data-bbox="675 181 1406 286"><b>ANNUAL ASSURANCE REPORT ON PLANNING DECISION MAKING AND ENFORCEMENT ARRANGEMENTS</b></p> <p data-bbox="675 331 1406 618">To consider a report by the Chief Planning Officer which presents the Annual Assurance report on planning decision making and enforcement arrangements. The report seeks to provide assurance that development management decision making arrangements and compliance matters are, up to date, fit for purpose, effectively communicated and routinely complied with.</p> <p data-bbox="675 696 927 730">(Report attached)</p>	13 - 38
9			<p data-bbox="675 875 1378 981"><b>ANNUAL ASSURANCE REPORT ON EMPLOYMENT POLICIES AND PROCEDURES AND EMPLOYEE CONDUCT.</b></p> <p data-bbox="675 1021 1378 1420">To consider a report by the Chief Officer, Human Resources which presents the Annual Assurance Report on Employment Policies and Procedures and Employee Conduct. The report seeks to provide assurance that: the requirements of employee conduct are established and regularly reviewed; requirements relating to employee conduct are communicated and feedback is collected on whether expected behaviours are being demonstrated; and employee conduct is monitored and reported.</p> <p data-bbox="675 1498 927 1532">(Report attached)</p>	39 - 48
10			<p data-bbox="675 1637 1358 1709"><b>APPLICATIONS PORTFOLIO PROGRAMME - UPDATE ON ACCESS PROJECT</b></p> <p data-bbox="675 1749 1401 1854">To consider a report by the Director of Resources and Housing which an update on progress with the Access 2003 replacement project.</p> <p data-bbox="675 1980 927 2013">(Report attached)</p>	49 - 54

Item No	Ward	Item Not Open		Page No
11			<p><b>INTERNAL AUDIT UPDATE REPORT JUNE TO AUGUST 2020</b></p> <p>To consider a report by the Chief Officer Financial Services which provides a summary of the Internal Audit activity for the period June to August 2020 and highlight the incidence of any significant control failings or weaknesses.</p> <p>(Report attached)</p>	55 - 74
12			<p><b>WORK PROGRAMME</b></p> <p>To receive a report by the City Solicitor which notifies Members of the Committee's Work Programme for 2020/21.</p> <p>(Copy attached)</p>	75 - 78
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Friday, 16<sup>th</sup> October 2020 at 10.00am (Remote Meeting)</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.