

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held remotely (via Zoom) on
Monday, 14th December, 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 '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=10121&Ver=4>

**Agenda compiled by:
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Produced on Recycled Paper

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 DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</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>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence (If any)</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To consider and approve the minutes of the previous meeting held on 23rd November 2020.</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>ANNUAL BUSINESS CONTINUITY REPORT</p> <p>To consider a report by the Director of Resources and Housing which seeks to provide assurances relating to the adequacy of internal Business Continuity Management (BCM) controls currently in place in the council.</p> <p>(Report attached)</p>	17 - 30
9			<p>INTERNAL AUDIT UPDATE REPORT SEPTEMBER TO NOVEMBER 2020</p> <p>To consider a report by the Chief Officer Financial Services which provides a summary of the Internal Audit activity for the period September to November 2020 and highlight the incidence of any significant control failings or weaknesses</p> <p>(Report attached)</p>	31 - 48
10			<p>ANNUAL ASSURANCE REPORT ON CORPORATE PERFORMANCE MANAGEMENT ARRANGEMENTS</p> <p>To consider a report by the Director of Resources and Housing which seeks to provide assurances on the effectiveness of the council's corporate performance management arrangements. This report forms part of the body of evidence the Committee is able to take into account in order to approve the next Annual Governance Statement.</p> <p>(Report attached)</p>	49 - 64

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11			<p>LEEDS CITY COUNCIL READINESS FOR PSN SUBMISSION</p> <p>To consider a report by the Data Protection Officer which provides an update on Leeds City Council's readiness for Public Services Network (PSN) compliance submission.</p> <p>(Report attached)</p>	65 - 74
12			<p>APPLICATIONS PORTFOLIO PROGRAMME - UPDATE ON ACCESS PROJECT</p> <p>To consider a report by the Director of Resources and Housing which provides an update on the progress made on eradicating Microsoft (MS) Access 2003 from the network to enable LCC to maintain their current PSN Compliance Certificate.</p> <p>(Report attached)</p>	75 - 86
13			<p>WORK PROGRAMME</p> <p>To receive a report by the City Solicitor which notifies Members of the Committee's Work Programme for 2021/22.</p> <p>(Report attached)</p>	87 - 90
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Monday, 8th February 2021 at 10.00am (Remote Meeting – Zoom)</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

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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.	