

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held in the Civic Hall, Leeds on
Friday, 25th June, 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

This meeting will be held at the Civic Hall, Leeds. Due to current restrictions arising from the pandemic, there will be very limited capacity in the public gallery for observers of the meeting. This meeting will be webcast live via the link below, however if you would like to attend to observe in person, please email (FacilitiesManagement@leeds.gov.uk) to request a place, clearly stating the name, date and start time of the committee and include your full name and contact details, no later than 24 hours before the meeting begins.

Please note that the pre-booked places will be allocated on a 'first come, first served' basis and once pre-booked capacity has been reached there will be no further public admittance to the meeting. On receipt of your request, colleagues will provide a response to you. Please Note - Whilst the rates of infection have come down, 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=11570&Ver=4>

**Agenda compiled by:
Governance Services
Civic Hall**

John Grieve,
Governance
Services Tel
(0113) 37 88662

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 15th March 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>GRANT THORNTON ANNUAL AUDIT LETTER 2019/20</p> <p>To consider a report by the Chief Officer Financial Services which informs the Committee that in accordance with proper audit practice, Grant Thornton (External Auditors) have issued their Annual Audit Letter 2019/20, which provides a summary of the key audit findings for the financial year.</p> <p>Appended to the report is the Annual Audit Letter (Appendix 2). The letter confirms that Grant Thornton were able to provide an unqualified opinion on the council's financial statements for 2019/20 and an 'except for' opinion on the council's arrangements to secure value for money for 2019/20.</p> <p>(Report attached)</p>	17 - 40
9			<p>GRANT THORNTON AUDIT PROGRESS REPORT</p> <p>To consider a report by the Chief Officer Financial Services which informs the Committee that Grant Thornton (LCC External Auditors) have provided an Audit Progress Report on their 2020/21 audit which includes their proposed timetable for the 2020/21 audit and their proposed audit fee.</p> <p>(Report attached)</p>	41 - 62
10			<p>INTERNAL AUDIT UPDATE REPORT FEBRUARY TO APRIL 2021</p> <p>To consider a report by the Chief Officer Financial Services intended to provide a source of assurance that the internal control environment is operating as intended through a summary of the Internal Audit activity for the period from February to April 2021. The report highlights the incidence of any significant control failings or weaknesses.</p> <p>(Report attached)</p>	63 - 76

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11			<p>COUNTER FRAUD UPDATE REPORT</p> <p>To consider a report by the Chief Officer Financial Services which sets out details of the counter fraud activities undertaken by the Internal Audit service between the period December 2020 and March 2021.</p> <p>(Report attached)</p>	77 - 84
12			<p>WORK PROGRAMME 2021/22</p> <p>To consider and approve the Committee's Work Programme for the 2021/ 22 period.</p> <p>(Copy attached)</p>	85 - 94
13		10.4(3)	<p>PSN CERTIFICATION - UPDATE REPORT</p> <p>To consider a report by the Data Protection Officer which seeks to provide an update on Leeds City Council's readiness for Public Services Network (PSN) compliance submission.</p> <p>(Please note that Appendices 1 & 2 to this report are designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3))</p> <p>(Report attached)</p>	95 - 106
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday, 30th July 2021 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

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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.