

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, on  
Friday, 30th July, 2021 at 2.00 pm

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### MEMBERSHIP

|                      |           |           |
|----------------------|-----------|-----------|
| G Almass             | J Bentley | M Foster  |
| P Grahame            |           | P Harrand |
| K Maqsood<br>(Chair) |           | J Shemilt |
| P Truswell           |           |           |
| J Illingworth        |           |           |

(Linda Wilde – Independent Member)

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](mailto: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 these pre-booked places will be allocated on a 'first come, first served' basis and once meeting room capacity has been reached there will be no further public admittance to the meeting.

Please Note - 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=11571&Ver=4>

# 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> <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 25<sup>th</sup> June 2021.</p> <p>(Copy attached)</p>                   | 7 - 14  |
| 7       |      |               | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any matters arising from the minutes</p>   |         |

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| 8       |      |               | <p><b>PROCUREMENT ASSURANCE REPORT - 2020/21</b></p> <p>To consider a report by the Head of Procurement and Commercial Services which presents the Annual Report on the Council's procurement function, and provides assurances that the Council's arrangements are up to date, fit for purpose, effectively communicated and routinely complied with.</p> <p>The report requests Members to consider the ongoing work to review the Council's entire "procure to payment" (the <b>P2P Review</b>) processes in order maintain effective procurement support, including appropriate training and guidance, and efficient systems and processes.</p> <p>(Report attached)</p>  | 15 - 32 |
| 9       |      |               | <p><b>DECISION MAKING STATEMENT OF INTERNAL CONTROL</b></p> <p>To consider a report of the Chief Officer Financial Services which presents the Annual Report on the Council's decision making arrangements and provides assurances that the Council's arrangements are up to date, fit for purpose, effectively communicated and routinely complied with.</p> <p>This report forms part of the Council's review of the effectiveness of its arrangements for Internal Control and will be taken into account in preparing the Annual Governance Statement which the Committee will be asked to approve. The arrangements set out provide a framework for transparent and accountable decision making in accordance with the Council's Corporate Governance Code and Framework.</p> <p>(Report attached)</p> | 33 - 70 |

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| 10      |      |               | <p><b>INTERIM ANNUAL GOVERNANCE STATEMENT</b></p> <p>To consider a report by the Chief Officer Financial Services which presents the draft Interim Annual Governance Statement (AGS). The interim AGS is prepared following a review of the effectiveness of the Council's arrangements for Internal Control and will be published alongside the Statement of Accounts when put on deposit.</p> <p>The final Annual Governance Statement for 2021 will be returned to the Committee for formal approval prior to in advance of the Committee's approval of the audited Statement of Accounts.</p> <p>(Report attached)</p> | 71 - 104  |
| 11      |      |               | <p><b>DRAFT STATEMENT OF ACCOUNTS 2020/21</b></p> <p>To consider a report by the Chief Officer Financial Services which presents the draft unaudited 2020/21 Statement of Accounts. The Statement of Accounts is included with the agenda as a separate document and is also published on the Council's internet site with the Committee papers. Details of roles, responsibilities and timescales for approving the statement of accounts are set out in the submitted report.</p> <p>(Report attached)</p>   | 105 - 228 |
| 12      |      |               | <p><b>GRANT THORNTON AUDIT PLAN 2020/21</b></p> <p>To consider a report by the Chief Officer Financial Services which presents Grant Thornton's Annual Audit Plan for their 2020/21 audit, covering the audit of the Council's accounts and the process for assessing its arrangements to secure value for money in the use of resources.</p> <p>(Report attached)</p>   | 229 - 260 |

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| 13      |      |               | <p><b>WORK PROGRAMME 2021/22</b></p> <p>To consider and approve the Committee’s Work Programme for the 2021/ 22 period.</p> <p>(Copy attached)</p>                             | 261 - 264 |
| 14      |      |               | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Friday, 24<sup>th</sup> September 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

- 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.