

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, on  
Friday, 4th February, 2022 at 2.00 pm

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### MEMBERSHIP

G Almass  
P Grahame  
K Maqsood  
(Chair)  
P Truswell  
J Illingworth

J Bentley

M Foster  
P Harrand  
J Shemilt

(Linda Wild – Independent Member)

**Please Note:** Members of the public are now able to attend the meeting in person, but please be mindful that Coronavirus infection levels remain high 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, stay at home and take a PCR test. For those who are attending the meeting we would recommend taking an LFT prior to attending and recommend the continued wearing of face coverings.

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 them

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=161&MId=11574&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 26<sup>th</sup> November 2021.</p> <p>(Copies attached)</p>	7 - 16
7			<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>To consider any matters arising from the minutes.</p>	
8			<p><b>NOTES FROM THE CONSULTATIVE MEETING OF MEMBERS OF THE CORPORATE GOVERNANCE AND AUDIT COMMITTEE HELD ON 17TH DECEMBER 2021.</b></p> <p>To comment on the minutes from the Consultative Meeting of Members of the Corporate Governance and Audit Committee held on 17<sup>th</sup> December 2021.</p> <p>(Copy attached)</p>	17 - 24

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9			<p><b>MATTERS ARISING FROM THE NOTES OF THE CONSULTATIVE COMMITTEE</b></p> <p>To consider any matters arising from the notes of the Consultative Committee.</p>	
10			<p><b>ANNUAL ASSURANCE REPORT ON INTEGRATED DIGITAL SERVICES CONTROLS</b></p> <p>To consider a report by the Chief Digital &amp; Information Officer which presents the Annual Assurance Report on Integrated Digital Services controls and seeks to provide assurance in relation to the management and control mechanisms supporting the successful ongoing delivery of Integrated Digital Services (IDS) service provision.</p> <p>(Report attached)</p>	25 - 38
11			<p><b>ANNUAL INFORMATION GOVERNANCE REPORT, INCLUDING THE ANNUAL REPORT OF THE CALDICOTT GUARDIAN</b></p> <p>To consider a report by the Director of Resources and Housing and the Director of Adults and Health which presents the Annual Information Governance Report (including the Annual Report of the Caldicott Guardian). The report seeks to assure the Committee on the effectiveness of the council's information management and governance arrangements: that they are up to date; fit for purpose; effectively communicated and routinely complied with. The Caldicott Guardian element seeks to assure the Committee of the arrangements in place with regards to the confidentiality of patient and service-user data.</p> <p>(Report attached)</p>	39 - 64

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12			<p><b>ANNUAL ASSURANCE REPORT IN RELATION TO EMPLOYMENT POLICIES AND EMPLOYEE CONDUCT</b></p> <p>To consider a report by the Chief Officer Human Resources which presents the annual report on Council's employment policies and employee conduct and seeks to provides assurance that, employee conduct is properly managed, policies are regularly reviewed and employee conduct forms part of normal manager/ employee relations.</p> <p>(Report attached)</p>	65 - 82
13			<p><b>APPROVAL OF THE 2020/21 STATEMENT OF ACCOUNTS AND GRANT THORNTON AUDIT REPORT</b></p> <p>To consider a report by the Chief Officer Financial Services which seeks approval of the 2020/21 Statement of Accounts and Grant Thornton Audit Report.</p> <p>(Report attached, Appendix No.2 (ISA260 Audit report) to follow)</p> <p>The Statement of Accounts will be circulated as a separate document</p>	83 - 92
14			<p><b>WORK PROGRAMME</b></p> <p>To consider and approve the Committee's Work Programme for the 2022 period.</p> <p>(Copy attached)</p>	93 - 96
15			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note that the next meeting will take place on Friday, 25<sup>th</sup> March 2022 at 2.00pm in the Civic Hall, Leeds.</p>	

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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.