

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in the Civic Hall, Leeds on
Friday, 26th November, 2021 at 2.00 pm**

MEMBERSHIP

G Almass	J Bentley	M Foster
P Grahame		P Harrand
K Maqsood		J Shemilt
(Chair)		
P Truswell		
J Illingworth		

(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 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=11675&Ver=4>

A G E N D A

Item No	Ward	Item Not Open		Page No
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 officer's 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 INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor 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 24th September 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>	
8			<p>ANNUAL ASSURANCE REPORT ON FINANCIAL MANAGEMENT</p> <p>To consider a report by the Chief Officer Financial Services which provides assurance that the Council has established an effective financial control environment including robust arrangements for strategic financial planning combined with effective financial management and control.</p> <p>(Report attached)</p>	17 - 46

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9			<p data-bbox="676 181 1321 215">PROCUREMENT OF EXTERNAL AUDITOR</p> <p data-bbox="676 255 1390 434">To consider a report by the Chief Officer Financial Services which sets out the proposals for appointing the external auditor to the Council for the statutory financial accounts for the five-year period from 2023/24.</p> <p data-bbox="676 551 927 584">(Report attached)</p>	47 - 54
10			<p data-bbox="676 651 1350 685">PROCUREMENT REVIEW UPDATE REPORT</p> <p data-bbox="676 725 1390 983">To consider a report by the Head of Procurement and Commercial Services which provides an update as to progress made in relation to the P2P review (including dovetailing the P2P review with recommendations from the LGA Peer Review and seeking to deliver greater strategic value from procurement activity).</p> <p data-bbox="676 1099 927 1133">(Report attached)</p>	55 - 74
11			<p data-bbox="676 1200 1313 1267">INTERNAL AUDIT ANNUAL REPORT AND OPINION 2020/21</p> <p data-bbox="676 1308 1377 1599">To consider a report by the Head of Audit which sets out the annual opinion of the Head of Audit and provides 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 May to July 2021. The report also highlights incidence of any significant control failings or weaknesses.</p> <p data-bbox="676 1715 927 1749">(Report attached)</p>	75 - 118

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12			<p>APPROVAL OF ANNUAL GOVERNANCE STATEMENT</p> <p>To consider a report by the Chief Officer Financial Services which presents the final Annual Governance Statement (AGS) for approval by committee in advance of the Committee's approval of the audited Statement of Accounts.</p> <p>(Report attached)</p>	119 - 158
13			<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 April 2021 and September 2021.</p> <p>(Report attached)</p>	159 - 200
14			<p>GRANT THORNTON AUDIT PROGRESS REPORT</p> <p>To consider a report by the Chief Officer Financial Services which provides an update from the external auditors, Grant Thornton on their 2020/21 audit, and outlines the findings from their interim audit work and provides commentary on progress to date on the final accounts audit.</p> <p>(Report attached)</p>	201 - 226
15			<p>WORK PROGRAMME</p> <p>To consider and approve the Committee's Work Programme for the 2021/22 period.</p> <p>(Copy attached)</p>	227 - 230

Item No	Ward	Item Not Open		Page No
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday, 17th December 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.