

## **Corporate Governance and Audit Committee**

**Wednesday, 29th November, 2006**

**PRESENT:** Councillor M Harris in the Chair  
Councillors D Blackburn, A Carter and  
E Minkin

**Co-optee** Mike Wilkinson

**IN ATTENDANCE:** Councillors T Leadley (In place of R  
Finnigan) and T Hanley (In place of K  
Wakefield)

Apologies Councillors R Finnigan and K Wakefield

### **38 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

### **39 Exclusion of Public**

There were no resolutions to exclude the public.

### **40 Late Items**

There were no late items admitted to the agenda by the Chair for consideration.

### **41 Declaration of Interests**

There were no declarations of personal/prejudicial interest for the purpose of section 81(3) of the Local Government Act 2000 and paragraphs 9 to 12 of the Members' Code of Conduct.

### **42 Minutes**

**RESOLVED** – Members resolved:

- that the minutes of the meeting of the Corporate Governance and Audit Committee held on the 29<sup>th</sup> June be approved as a correct record; and
- to request the Director of Corporate Services to pursue the report requested at Minute 31.

#### **43 Minutes of the Standards Committee**

Members particularly discussed Minute 41 in relation to Members insurance, and Minute 44 in relation to case law on bias and pre determination. Members noted their support of the Standards Committee resolution in relation to Minute 44 that advice on the issue be made available to all Councillors.

**RESOLVED** - That the minutes of the Standards Committee meeting held on the 8<sup>th</sup> June 2006 be noted.

#### **44 Gambling Act 2005 - Constitutional Amendments**

The Director of Legal and Democratic Services submitted a report seeking Members views on proposed amendments to the Council's Constitution in order to reflect the provisions of the Gambling Act 2005.

**RESOLVED** – Members resolved to:

- note the contents of the report; and
- make the following recommendations to Full Council:
  - to adopt the revised Article 8A as set out in Appendix 1 to the report;
  - to adopt a revised Part 3 Section 2B in relation to the terms of reference of the Licensing Committee and the Licensing and Regulatory Panel as set out in Appendices 2 and 3 to the report;
  - to adopt a revised Part 3 Section 2C in relation to Council (non-executive) functions delegated to the Director of Legal and Democratic Services as set out in Appendix 4 to the report;
  - to adopt a revised Part 3 Section 2A so that the summary of responsibilities reflects these changes as set out in Appendix 5 to the report; and
  - to give the Director of Legal and Democratic Services delegated authority to make consequential amendments to these documents after the end of the transitional period.

#### **45 Audit Commission Report - Stewardship and Governance 2005**

The Director of Corporate Services submitted a report regarding the Audit Commission report 'Stewardship and Governance'.

**RESOLVED** – Members resolved to note the report, and the report on the Audit Commission's work in 2005.

#### **46 The Half Year Internal Audit Report 2006-2007**

The Director of Corporate Services submitted a report bringing to the attention of the Corporate Governance and Audit Committee those issues raised by Internal Audit in the half-year internal audit report for 2006/2007.

Members particularly discussed:

- the launch of Delivering Successful Change, which is scheduled for December 15<sup>th</sup> 2005;
- the difficulties highlighted in the report regarding the recruitment of staff to Internal Audit and the related impact on the results of the Customer Satisfaction Survey in relation to efficiency;
- the contents of the Leeds Evidence Framework; and
- the delivery of large scale projects by local authorities.

**RESOLVED** – Members resolved to:

- receive the Half Year Internal Audit Report;
- request a report to a future meeting of the committee regarding the Leeds Evidence Framework; and
- request a report to a future meeting of the Committee summarising the performance of large scale projects against budgets and timescales.

#### **47 Progress Statement: External Audit**

The Director of Corporate Services submitted a report presenting to Members a report from the Council's external auditors regarding progress against the 2005/6 and the 2006/7 external audit plans.

KPMG (the external auditors) were present to respond to questions from Members.

The auditors confirmed that work on Building Capacity and Area Management had been completed, and that the final reports would be received at the next meeting of the Committee.

**RESOLVED** – Members resolved to note the update report from the auditors.

#### **48 Progress Against the Corporate Governance Statement Action Plan**

The Director of Legal and Democratic Services submitted a report updating Members on the progress that the Authority has made against the Corporate Governance Statement Action Plan.

**RESOLVED** - Members resolved to:

- note the report and the attached Corporate Governance Statement Action Plan; and
- request that an additional page be inserted detailing the meaning of abbreviations / acronyms used in the Action Plan.

#### **49 Review of Polling Districts and Places**

The Chief Legal Services Officer submitted a report drawing to the attention of the committee the work carried out to date with regard to possible changes to

the designation of polling districts and places, the recent changes in legislation affecting such reviews, and asking the committee to consider what changes to designations, if any, it wishes to implement prior to a full statutory review.

An additional document, summarising the information presented in Appendix 4 to the report was circulated.

Members particularly discussed the issue of Wards which fall across more than one parliamentary district and the possible impact of a parliamentary by-election.

**RESOLVED** – Members resolved to:

- note the content of the report;
- agree the proposal to only implement those changes where no objections have been received and which have officer support (as outlined at Appendix 4), with the exception of proposal CF/2 which was withdrawn; and
- call for a further report following the issues of the Electoral Commission guidance.

## **50 Update on the development of corporate consultation and engagement**

The Chief Officer (Executive Support) submitted a report providing Members with an update on further progress made on the development of a co-ordinated, corporate approach to consultation, through the production of a policy and toolkit.

Members particularly discussed:

- the need to ensure that traditional forms of consultation are not neglected in favour of electronic methods;
- the need to ensure that appropriate officers are made aware of the toolkit and are appropriately trained on all elements of consulting with the public; and
- the difficulty in locating details of Councillors and related information on the Council's Internet site.

**RESOLVED** – Members resolved to:

- note the progress made on the co-ordination of consultation and engagement to date;
- support its presentation to Executive Board for formal approval; and
- request that a link to information relating to Councillors and other related information is placed on the Council's Internet home page.

## **51 Work Programme**

The Director of Legal and Democratic Services submitted a report notifying Members of the updated work programme and seeking comments from the Committee regarding any additional items.

**RESOLVED** – Members resolved to note the updated work programme.