



CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Wednesday, 29th November, 2006
at 10.00 am**

MEMBERSHIP

Councillors

E Minkin
K Wakefield

M Harris (Chair)

A Carter

R Finnigan

D Blackburn

Co-opted Member

M Wilkinson
(Chair of Standards Committee)

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 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p>	
2			<p>EXCLUSION OF PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public.</p>	
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 declare any personal / prejudicial interests for the purpose of Section 81(3) if the Local Government Act 2000 and paragraphs 8 to 13 of the Members Code of Conduct.</p>	
5			<p>MINUTES</p> <p>To approve the minutes of the Corporate Governance and Audit Committee meeting held on the 27th September 2006.</p>	1 - 6
6			<p>MINUTES OF THE STANDARDS COMMITTEE</p> <p>To note the minutes of the Standards Committee meeting held on the 4th October 2006.</p>	7 - 12

Item No	Ward	Item Not Open		Page No
7			<p data-bbox="676 181 1326 248">GAMBLING ACT 2005 - CONSTITUTIONAL AMENDMENTS</p> <p data-bbox="676 293 1382 472">To receive a report of the Director of Legal and Democratic Services seeking Members' views on proposed amendments to the Council's Constitution in order to reflect the provision of the Gambling Act 2005.</p>	13 - 44
8			<p data-bbox="676 573 1406 640">AUDIT COMMISSION REPORT - STEWARDSHIP AND GOVERNANCE 2005</p> <p data-bbox="676 685 1402 786">To receive a report of the Director of Corporate Services regarding the Audit Commission Report – Stewardship and Governance 2005.</p>	45 - 84
9			<p data-bbox="676 860 1358 927">THE HALF YEAR INTERNAL AUDIT REPORT 2006-2007</p> <p data-bbox="676 972 1390 1151">To receive a report of the Director of Corporate Services bringing to the attention of the Corporate Governance and Audit Committee those issues raised by Internal Audit in the half year annual report for 2006/2007.</p>	85 - 98
10			<p data-bbox="676 1263 1366 1285">PROGRESS STATEMENT: EXTERNAL AUDIT</p> <p data-bbox="676 1330 1390 1509">To receive a report of the Director of Corporate Services presenting to Members a report from the Council's external auditors regarding progress against the 2005/6 and the 2006/07 external audit plans.</p>	99 - 104
11			<p data-bbox="676 1581 1342 1648">PROGRESS AGAINST THE CORPORATE GOVERNANCE STATEMENT ACTION PLAN</p> <p data-bbox="676 1693 1358 1827">To receive a report of the Director of Legal and Democratic Services updating Members on the progress the Authority has made against the Corporate Governance Statement Action Plan.</p>	105 - 114

Item No	Ward	Item Not Open		Page No
12			<p>REVIEW OF POLLING DISTRICTS AND PLACES</p> <p>To receive a report of the Chief Legal Services Officer 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.</p>	115 - 150
13			<p>UPDATE ON THE DEVELOPMENT OF CORPORATE CONSULTATION AND ENGAGEMENT</p> <p>To receive a report of the Chief Officer (Executive Support) 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.</p>	151 - 162
14			<p>WORK PROGRAMME</p> <p>To receive a report of the Director of Legal and Democratic Services notifying Members of the updated work programme and seeking comments from the Committee regarding any additional items.</p>	163 - 168

Agenda Item 5

Corporate Governance and Audit Committee

Wednesday, 27th September, 2006

PRESENT: Councillor A Carter in the Chair
Councillors D Blackburn, R Finnigan,
E Minkin and K Wakefield
Co-optee Mike Wilkinson

IN ATTENDANCE: Councillor S Smith (Substitute for
Councillor Harris)

Apologies Councillor M Harris

20 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.

21 Exclusion of Public

There were no resolutions to exclude the public.

22 Late Items

The Clerk advised Members of one late item – a report regarding the external auditor's report on the Council's Statement of Accounts.

The Chair indicated that, in accordance with his powers under the Local Government Act 1972, he had agreed to accept for inclusion on the agenda one Late Item (Minute 35). The report in question was not available at the time of agenda despatch and required urgent consideration for the following reason:- the requirement for the Accounts to be received by the Committee by 30th September 2006.

23 Declaration of Interests

Councillor Carter declared a personal and prejudicial in the item relating to Abbey Mills and St Ann's Mills (Minute 37) on the basis that he was supporting officers in a complaint to the Standards Board with regard to an individual member and he wished to avoid any perception that consideration of this report may be influenced by that fact.

24 Minutes

Draft minutes to be approved at the meeting
to be held on Wednesday, 29th November, 2006

RESOLVED – That the minutes of the meeting of the Corporate Governance and Audit Committee held on the 29th June be approved as a correct record.

25 Minutes of the Standards Committee

RESOLVED - That the minutes of the Standards Committee meeting held on the 8th June 2006 be noted.

26 Local Government Ombudsman's Annual Letter

The Chief Customer Services Officer submitted a report regarding the receipt of the annual letter from the Local Government Ombudsman.

The Deputy Local Government Ombudsman attended the meeting, as did officers from various relevant departments, in order to respond to questions from Members.

Members discussed what mechanisms are in place to ensure senior officers are aware of complaints to ensure that lessons are learned from complaints to the Ombudsman.

RESOLVED – Members resolved to note the Annual Letter.

27 Local Government Ombudsman Performance Report

The Chief Customer Services Officer submitted a report updating Members on complaints received from the Local Government Ombudsman for the period March to June 2006.

Members noted that the number of reports in relation to key departments (Development and Education Leeds) which have previously been high are declining, although more work needs to be done.

RESOLVED - Member resolved to note the performance information and issues raised within the report.

28 The development of corporate consultation and engagement

The Chief Officer (Executive Support) submitted a report updating Members on the development of a more corporate approach to consultation and engagement.

Members discussed the importance of ensuring that the Parish and Town Councils are considered in consultation exercises.

RESOLVED – Members resolved:

- to note the progress made on the coordination of consultation and engagement to date; and

- to request a report to the next meeting of the Committee providing more detail regarding the toolkit that has been developed to support consultation and engagement, prior to this being approved by the Executive Board.

29 Ethical Audit 2006/7

The Director of Legal and Democratic Services submitted a report informing Members of the launch of the ethical audit.

Members commented on the significance of the ethical audit and particularly on the importance of ensuring that the Parish and Town Councillors receive the same support on ethical matters as is enjoyed by Members of the City Council.

Members also commented on the value of the 'fraud triangle', presented to attendees at the launch of the ethical audit, which demonstrated that when pressure/motive, perceived opportunity and rationalisation are present many individuals will commit fraud.

RESOLVED – Members resolved to:

- note the contents of the report;
- support the ethical survey; and
- receive further updates from the Standards Committee on the outcome of the survey.

30 Housing Benefits Security

The Director of Corporate Services submitted a report providing information on the steps taken by Leeds Benefits Services (LBS) to secure the benefit system against fraud and error.

Members particularly discussed the issue of tax credits and the difficulties involved in sharing information between all those bodies / organisations which provide benefits.

RESOLVED – Members resolved to note the report.

31 Payments for Void Beds for Residential and Nursing Care

The Director of Corporate Services submitted a report advising Members of the key issues arising regarding the payment for void beds for residential and nursing care as detailed in the Annual Internal Audit Report for 2005/6.

RESOLVED – Members resolved to:

- note the report; and
- request a report to the Executive Board regarding the policy options and implications of booking beds for residential and nursing care.

32 Delivering Successful Change

The Director of Corporate Services submitted a report outlining the progress made by the Delivering Successful Change (DSC) project in developing proposals for a consistent corporate approach to the management of the Council's major projects and programmes.

Members discussed how the proposals deal with the involvement of private sector and other partners in certain projects and how this may affect the appropriate membership of project and programme boards.

RESOLVED – Members resolved to:

- note the progress of the project, in particular the completion of the Project Management Methodology and the piloting of the programme management approach in Children's Services: and
- receive further updates on a quarterly basis.

33 Amendment to Council Procedure Rules

The Director of Legal and Democratic Services submitted a report proposing minor amendments to the Council Procedure Rules with regard to the speaking rights of the Support Executive Member (Children's Services) in Council meetings, and in relation to deputation requests which relate to live licensing matters.

RESOLVED – Members resolved to recommend to Council the following amendments to the Council Procedure Rules.

- That Council Procedure Rule 14.5(a) be amended by the addition of the following words:

“That in instances where there are two Executive portfolio holders within a single portfolio, the Support Executive Member shall be allowed to sum up in respect of his/her part of the portfolio for a period not exceeding ten minutes, immediately prior to the Lead Executive Member exercising his/her right to sum up”

- That Council Procedure Rule 10.4.3 be amended to the following effect.

“Representations relating to matters subject to current consideration by a Plans Panel, the Licensing Committee or a sub-committee thereof shall be restricted to those allowed under the Protocol for Public Speaking at Plans Panels or the Licensing Committee Procedure Rules and shall not be allowed as deputations to Council. In cases of doubt the Director of Legal and Democratic Services may require written details of the proposed deputation speech prior to the determination of the request.”

34 Amendment to Article 4 - The Budget and Policy Framework

The Director of Legal and Democratic Services submitted a report outlining a proposed change to the Council's Budget and Policy Framework due to an

amendment to schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

RESOLVED – Members resolved to recommend to Council that Article 4 of the Constitution is amended at paragraph 4.1(i) to include the ‘Licensing Authority Policy Statement’.

35 External Audit - Audit Memorandum Accounts 2005/6

The Director of Corporate Services submitted a report presenting to Members the external auditor’s report on the 2005/6 accounts and informing Members of any amendments to the approved accounts which have been made with, or required by, the Councils auditors.

Members expressed their appreciation that the Council had completed the accounts within the new deadline and that the accounts contained no material errors.

Members also noted the auditors comment that the Authority has proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

RESOLVED – Members resolved:

- to receive the report of the Council’s external auditors on the 2005/6 accounts and to note that a number of amendments have been made to the 2005/6 Statement of Accounts as agreed with the external auditors; and
- that the Chair should sign the management representation letter on behalf of the Corporate Governance and Audit Committee.

36 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; and
- request a report to a future meeting of the Committee regarding a review of the training received by Members on planning issues, after that report has been received by the Standards Committee.

37 Abbey and St Ann’s Mills Audit Report

The Directors of Corporate Services and Development submitted a joint report informing Members of their response to an external audit (KPMG) report which reviewed the accuracy of an Executive Board report regarding Abbey Mill and St Ann’s Mill.

Councillor Carter, the Chair of the Committee, left the room due to declaring a personal and prejudicial interest in the item. The Chair was taken by Councillor Steve Smith.

The Chair acknowledged a request by Councillor Illingworth to speak at and produce evidence to the meeting and explained his reasons for refusing the request.

RESOLVED – Members resolved:

- to note the report;
- to request that officers carry out a review of the process for clearing reports for Executive Board, in line with the external auditor's recommendation; and
- that officers ensure that in future Executive Board reports where a Discounted Cash Flow (DCF) is used, it is made clear to Members that the outcome of the DCF can differ depending on the assumptions used to carry out the exercise (as per paragraph 3.3 of the report).

Standards Committee

Wednesday, 4th October, 2006

PRESENT:

Independent Members

Mike Wilkinson (Chair) (Independent Member)
C Grant (Independent Member)
Rosemary Greaves (Reserve Independent Member)

Councillors

E Nash G Kirkland

Parish Members

Councillor Mrs P Walker Pool in Wharfedale Parish Council
Councillor John C Priestley East Keswick Parish Council (Reserve Member)

APOLOGIES:

J L Carter

36 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.

37 Exclusion of public

There were no resolutions to exclude the public.

38 Late items

The Chair indicated that, in accordance with his powers under the Local Government Act 1972, he had agreed to accept for inclusion on the agenda one Late Item (Minute 46 refers). The report in question was not available at the time of the agenda dispatch and required urgent consideration for the following reason:-

The case summary was published on the Standards Board website on 4th October 2006 and it was necessary for the Members of the Committee to be aware of the case summary. Also the Standards Board for England has previously advised that, once an investigation has been completed and a case

summary published, it would be appropriate for the Standards Committee to consider if there are any lessons to be learnt from the incident.

39 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.

40 Minutes of the previous meeting

The minutes of the Standards Committee meeting on 26th July 2006 were approved as a correct record.

41 Members' Insurance Arrangements

The Council's insurance manager was present during this item in order to answer any questions from Members about the Council's insurance arrangements. It was reported that the terms of the policy were set by The Local Authorities (Indemnities for Members and officers) Order 2004, and the authority could not do anything to amend these terms. It was also reported that the insurers had reserved their position as to whether they would seek to reclaim any money spent on legal costs if a Member was found to have breached the Code of Conduct, and had stated that it would depend on the circumstances of the case.

RESOLVED - Members of the Committee resolved to:

- Note the contents of the report; and
- Raise awareness of the current insurance policy and its terms by distributing a short briefing note to all Members of the Council.

42 'Devolution and Evolution' – Standards Board Annual Review 2005/06

The Director of Legal & Democratic Services submitted a report informing Members of the Committee of the contents of the Standards Board for England Annual Review 2005/06.

Members of the Committee discussed whether there would be any significant resource implications to more investigations being carried out at a local level. The Monitoring Officer reported that as yet there had been no resource implications as the number of cases in Leeds had been very low.

Members of the Committee also noted their appreciation that the Standards Board for England had reduced the average time taken for the initial assessment of complaints to nine days, and that now only 22% of cases are referred for further investigation.

RESOLVED – Members of the Committee resolved to note the report.

43 Adjudication Panel for England - Case Tribunal Decisions

The Director of Legal & Democratic Services submitted a report detailing recent decisions by Adjudication Panel Case Tribunals in respect of allegations of misconduct, and whether there are any lessons to be learnt for Leeds.

Members of the Committee discussed the variation in the sanctions applied between different cases.

RESOLVED – Members of the Committee resolved to note the report.

44 Case Law on Bias and Predetermination of Decisions

The Director of Legal & Democratic Services submitted a report detailing the decision of the High Court in a recent judicial review case about bias and predetermination of decisions.

Members of the Committee discussed that this was a particular problem with planning applications. In particular Members discussed how they were unable to make representations about applications affecting them personally, but that they were able to submit letters in relation to applications affecting other wards. It was suggested that Members could have a discussion in the future about amending the Code which might include consideration of Councillors making representations about applications affecting other wards. It was reported that Members are able to appoint a planning agent to make representations on their behalf, or can write their own letter of objection as long as it is made clear that they are writing in their personal capacity only.

It was requested that the advice in the report should be made more widely available to all Councillors. It was reported that the advice would be publicised in 'Governance Matters', incorporated into the Members' Code of Conduct training, and included in the compulsory training on planning matters. It was also suggested that advice could be made available via email and the Council's website.

RESOLVED – Members of the Committee resolved to:

- Note the report; and
- Make the advice in the report available to all Members.

45 Complaints referred to the Standards Board for England in the period 1st April 2006 to 30th September 2006

The Director of Legal & Democratic Services submitted a report advising Members of the number and outcome of complaints referred to the Standards Board for England in relation to Members of Leeds City Council and local Parish and Town Councillors within the area, under the Members' Code of Conduct.

Members of the Committee noted that all the complaints were made by individual members of the public, apart from one made by a fellow Councillor. It was also noted that this information was a good indicator of the robust ethical health in Leeds as only one of the complaints was referred for further investigation.

RESOLVED – Members of the Committee resolved to note the report.

46 Case Summary - Leeds City Council Member

The Director of Legal & Democratic Services submitted a late item providing Members of the Committee with details of the case summary published on the Standards Board for England website on 4th October 2006 in relation to the local hearing held on 25th May 2006.

It was necessary for the Members of the Committee to be aware of the case summary. Also the Standards Board for England has previously advised that, once an investigation has been completed and a case summary published, it would be appropriate for the Standards Committee to consider if there are any lessons to be learnt from the incident.

Members of the Committee noted that they had already considered what lessons there were for Leeds arising from the case at the meeting on 26th July 2006.

RESOLVED – Members of the Committee resolved to note the report and the attached case summary.

47 Disqualification for election and holding office as a Member of Local Authority by reason of bankruptcy

The Director of Legal & Democratic Services submitted a report advising Members of the law in relation to disqualification for election and holding office as a Member of a local authority by reason of bankruptcy.

It was reported that national guidance from the Electoral Commission had been updated recently, and that the information would also be included in the Leeds City Council guidance to candidates in future.

RESOLVED – Members of the Committee resolved to note the report.

48 The Components of an Ethical Environment: Final research report to the Standards Board for England

The Director of Legal & Democratic Services submitted a report informing the Committee of the findings of the research conducted by the University of Manchester into the work of standards committees.

Members of the Committee noted that the Leeds City Council Standards Committee was very proactive in terms of the ethical agenda.

RESOLVED – Members of the Committee resolved to note the report.

49 Members' Register of Interests and Register of Gifts and Hospitality

The Director of Legal & Democratic Services submitted a report informing Members of the new arrangements for storing and displaying the Members' register of interests and the outcome of the first quarterly review of the Members' register of gifts and hospitality.

Members discussed whether it would be possible to require Members to record any offers of gifts and hospitality that were refused as well as those that were accepted, as this may help to identify any trends or problem areas. Members of the Committee also agreed that given the level of activity in the previous quarter, it was necessary to only receive information about the register of gifts and hospitality annually in future, unless there is a substantial change in the amount of declarations before then.

RESOLVED – Members of the Committee resolved to:

- Note the report; and
- Receive information about the Members' register of gifts and hospitality annually in future.

50 Standards Committee Work Programme

The Director of Legal & Democratic Services submitted the updated work programme for the remainder of the municipal year.

Members of the Committee were reminded that they were able to suggest additional items for inclusion in the work programme if required.

RESOLVED – Members of the Committee resolved to note the updated work programme.

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Originator: Gill Marshall

Tel: 24 78822

Report of the Director of Legal and Democratic Services

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: GAMBLING ACT 2005 – AMENDMENTS TO CONSTITUTION

Electoral wards affected:

All

Specific implications for:

Equality and Diversity

Community Cohesion

Narrowing the gap

Executive Summary

This report proposes changes to the Council's constitution to reflect the provisions of the Gambling Act 2005. It sets out revised documents relating to Article 8A and the terms of reference of the Licensing Committee and Licensing and Regulatory Panel as well as the relevant Officer Delegation Scheme. It also seeks delegated authority for subsequent amendments after the transitional period provided for by the Act.

1.0 Purpose of this report

1.1 The purpose of this report is to seek members view on proposed amendments to the Council's constitution in order to reflect the provision of the Gambling Act 2005.

2.0 Background information

2.1 The Corporate Governance and Audit Committee is authorised under its terms of reference to consider proposals to amend the constitution, and to make recommendations to full Council on such proposals.

2.2 In this report the Director of Legal and Democratic Services recommends amendments to the constitution in relation to:-

- Article 8a (Licensing Functions).
- Amendments to Part 3 – responsibility for functions – Terms of Reference of the Licensing Committee, the Licensing and Regulatory Panel and Delegations to Officers

3.0 Main Issues

3.1 The Gambling Act 2005 contains a new regulatory system to cover the provision of all commercial gambling in Great Britain, other than the National Lottery and spread betting. Leeds City Council is appointed as the Licensing Authority for Leeds and will issue licenses to premises for gambling within the Leeds District, together with various permits and notices to regulate smaller scale or ad hoc gambling.

3.2 Under the Gambling Act 2005 almost all the functions of the Council as Licensing Authority are automatically delegated to the Council's Licensing Committee created under the Licensing Act 2003 e.g. premises licenses for Casinos, Bingo Halls, Adult Gaming Centres, Family Entertainment Centres and Betting Premises.

3.3 The Act provides that some of the functions of the Council as Licensing Authority may not be delegated to the Licensing Committee and must be exercised by the whole Authority. These functions are the approval of a licensing policy under the Gambling Act 2005 and the ability to pass a resolution that no casino premises licenses will be granted by the Authority.

3.4 The Gambling Act provides that the Licensing Authority can but need not delegate the power to set licensing fees. The setting of fees will be the subject of regulations to be issued by the Department for Culture Media and Sport. It is likely that the fee levels will be set in bands with Councils achieving an excellent rating under the comprehensive performance assessment being given more flexibility to set their own fees compared to Councils not so rated. However the overriding principle will be of full costs recovery of the administration of the licensing system.

3.6 In order to reflect these statutory provisions the following changes are proposed to the constitution

3.6.1 **Article 8A of the Constitution**

Article 8A of the Constitution sets out the current licensing arrangements. As a result of the Gambling Act a number of additional functions will now be referred to the Licensing Committee. It is therefore recommended that Article 8A is amended as set out in **Appendix 1** to this report. The revised Article 8A sets out the general duties to be followed by the Licensing Authority under both the Licensing Act 2003 and the Gambling Act 2005. It also revises the functions of the Licensing Committee to include gambling functions under Section 8.2.1

3.6.2 **Licensing Committee – Terms of Reference**

The proposed revised terms of reference are set out in **Appendix 2** to this report. Members will note that all of the matters specific to the Licensing Act 2003 have been retained and the revision is the addition of functions under the Gambling Act 2005. Members will also note that under paragraph 3 the revised terms of reference continue to make provision for the Licensing Committee to make recommendations to full Council on all licensing functions under both the Gambling Act 2005 and the Licensing Act 2003 where those functions are reserved to full Council and not referred by virtue of the statutes to the Licensing Committee. This allows the Licensing Committee to comment on the policies issued under the relevant statutes.

Since the Gambling Act functions are largely delegated automatically to the Licensing Committee it follows that other than the addition of gambling functions very little is required by way of amendment to the Licensing Committee terms of reference. In accordance with the Act the committee will continue to consist of at least 10 but not more than 15 members of the Authority and there should be no substitution arrangements in respect of attendance at the Licensing Committee. Members are asked to note however that it is envisaged that most of the licensing functions will be discharged through sub-committees and officers rather than through the full licensing committee itself.

Members will note from 3.5 above that the power to set fees for gambling licences and permits is a matter that can be delegated but is not automatically delegated. The Director of Legal and Democratic Services proposes that this function is delegated to the Licensing Committee. This is made clear in footnote 7 to the revised Terms of Reference at Appendix 2.

Under the Licensing Act 2003 the requirements relating to political balance on committees under the Local Government and Housing Act 1989 do not extend to the licensing committee. In practice however the licensing committee has been politically balanced. It is unclear whether the same provisions apply under the Gambling Act 2005. For the avoidance of doubt therefore the Director of Legal and Democratic Services recommends that appointment to the Licensing Committee should continue to be subject to the usual provisions on political balance. Licensing Sub Committees are not politically balanced. However since the position in respect of the Gambling Act is unclear the Director of Legal and Democratic Services will recommend to the Licensing Committee that when it creates Sub Committees these should not consist of 3 Members from the same political party.

3.6.3 Amendments to Terms of Reference – Licensing and Regulatory Panel

The current terms of reference for the Licensing and Regulatory Panel include licensing and registration functions in respect of pool promoters, track betting licenses, amusement machines, lotteries and amusement with prizes. These functions will transfer to the Licensing Committee under the Gambling Act 2005 however the Act will not fully be implemented until September 2007. There will therefore be a transitional period between January and September 2007 during which time it is possible that Licensing and Regulatory Panel may need to continue to exercise some of the functions. It is therefore recommended that the terms of reference of the Licensing and Regulatory Panel be amended as set out in **Appendix 3** to indicate those functions which will cease to be functions of the Panel after September 2007.

In addition the Director requests delegated authority to delete the references to the transitional functions in the terms of reference of the Licensing and Regulatory Panel after September 2007.

3.6.4 Delegation to Officers

Since the Licensing Act 2003 and the Gambling Act 2005 provide for the Licensing Committee to delegate to officers (other than in a number of specific circumstances prescribed by the legislation where the functions must remain with the Committee) there are no recommendations contained within this report in respect of amendments to the Council's delegations scheme for officers other than those set out in **Appendix 4**. This is a revision of the officer delegations in relation to the terms of reference of the Licensing and Regulatory Panel functions. The Director of Legal and Democratic Services has the same delegated authority as the Licensing and Regulatory Panel. The same amendments are proposed to reflect the transitional period. In addition the Director requests delegated authority to delete the references to the transitional functions in the Officer Delegation Scheme after September 2007.

3.6.5 Part 3 Section 2A Responsibilities - Summary

Finally the Director of Legal and Democratic Services proposes that the Summary of responsibilities at Part 3 Section 2A of the constitution be revised as set out in **Appendix 5** to reflect these changes.

4.0 Implications for Council Policy and Governance

- 4.1 The Council policy in relation to the licensing of gambling premises will be set out in a Licensing Policy. The policy forms part of the Budgetary and Policy framework of the Council. A draft policy was considered by the Executive Board in September 2006, referred to the Overview and Scrutiny Committee who considered the matter in October 2006 and referred back to the Executive Board on 15 November 2006. The Executive Board resolved to recommend to full Council that the draft policy be adopted as the statement of Gambling Policy for the Leeds District.
- 4.2 The amendments proposed in this report are necessary to fully implement the Gambling Act 2005 and allow the Licensing Committee to operate from the commencement of the transitional period. It will then be necessary to call a meeting of the Licensing Committee to deal with the necessary delegation of functions under the Act to sub-committees and to officers.

4.3 It is intended that a special meeting of full Council on 13 December 2006 consider the recommendations of Executive Board in relation to the policy together with the recommendations of this committee in relation to constitutional amendments.

5.0 Legal and Resource Implications

5.1 New responsibilities will require additional temporary legal support to the both the Licensing Committee and the Entertainment Licensing Section of the Legal and Democratic Services. The resource implications for members of the Licensing Committee will be discussed through the Member Management Committee.

5.2 A failure to amend the constitution to reflect the additional responsibilities delegated by the Gambling Act 2005 would lead to a loss of transparency in the decision making process.

6.0 Conclusions

6.1 That members should consider the proposals of the Director of Legal and Democratic Services and decide whether to recommend to full Council that the following aspects of the Constitution be amended as set out in the appendices 1 to 5 to this report.

7.0 Recommendations

7.1 Members are requested to

- Note the contents of this report
- Make the following recommendations to Council
 1. to adopt a revised Article 8A as set out in Appendix 1 to this report
 2. 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 this report
 3. 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 this report
 4. to adopt a revised Part 3 Section 2A so that the summary of responsibilities reflects these changes as set out in Appendix 5 to this report
 5. 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.

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ARTICLE 8A - LICENSING ARRANGEMENTS

8.1 LICENSING FUNCTIONS

The Council is the licensing authority under the Licensing Act 2003 (the 2003 Act) and the Gambling Act 2005 (the 2005 Act).

8.1.1 General Duties²

Under the 2003 Act, with a view to promoting the licensing objectives.³

The licensing authority must also have regard to:⁴

- its licensing policy, and
- guidance issued by the Secretary of State under section 182 of the 2003 Act.

Under the 2005 Act in relation to the granting of premises licences the licensing authority, should aim to permit the use of premises for gambling insofar as the Authority thinks it⁵:

- in accordance with the relevant Code of Practice issued under section 24
- in accordance with any relevant guidance issued by the Commission under section 25 of the 2005 Act
- reasonably consistent with the licensing objectives⁶ (subject to the two points above) and
- in accordance with the Statement published by the authority under s349 of the 2005 Act (subject to the three points above)

8.2 THE LICENSING COMMITTEE

8.2.1 Functions

With the exception⁷ of

² These duties also apply to any committee sub-committee or officer exercising delegated authority from the licensing authority.

³ The licensing objectives are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.

⁴ Section 4 of the 2003 Act.

⁵ Section 153 of the 2005 Act

⁶ The licensing objectives are preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime, ensuring that gambling is conducted in a fair and open way and protecting children and other vulnerable persons from being harmed or exploited by gambling

⁷ In accordance with Section 7(2) of the 2003 Act and Section 154 ((2) (a) and (c) the 2005 Act.

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- any licensing function⁸ reserved to full Council;⁹ or
- any licensing function where full Council has referred a matter to another committee;¹⁰

the Licensing Committee is authorised to discharge¹¹ the licensing functions¹² of the licensing authority under the 2003 Act or the 2005 Act.

The Terms of Reference of the Licensing Committee are set out in Part 3 of the Constitution.

8.2.2 Composition

The Licensing Committee must consist of at least ten but not more than fifteen, Members.¹³

8.2.3 Sub-committees

The Licensing Committee may appoint one or more sub-committees, which may discharge the same function concurrently.¹⁴

8.2.4 Delegation to Officers

The Licensing Committee or its sub-committees may arrange for the discharge of their functions by an officer, subject to the exceptions set out in the 2003 Act.¹⁵

8.2.5 Licensing Committee Procedure

The Licensing Committee may regulate its own procedure and that of its sub-committees, subject to any regulations.¹⁶

8.2.6 Conflicts of Interest¹⁷

Where the Licensing Committee is unable to discharge any function delegated to it, because of the number of its Members who are unable to take part in the consideration of discussion of any matter or vote on any question with respect to it,

⁸ "Licensing functions" mean functions of the licensing authority under the 2003 Act or the 2005 Act.

⁹ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act.

¹⁰ Under the provisions of Section 7(5)(a) of the 2003 Act.

¹¹ The Committee may arrange for any of its functions to be discharged by one or more sub-committees, or by an officer, subject to the exceptions set out in Section 10(4) of the 2003 Act.

¹² "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

¹³ Section 6 of the 2003 Act.

¹⁴ Section 9(1) of the 2003 Act.

¹⁵ Section 10 of the 2003 Act (see also s154(4) and s232(3) of the 2005 Act). Delegations to Officers are set out in Part 3 of the Constitution.

¹⁶ Section 9(3) of the 2003 Act.

¹⁷ Section 7(9) of the 2003 Act. (see also s154(3) and s232(2) of the 2005 Act)

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Article 8A - Licensing Arrangements

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the Committee must refer the matter back to full Council as licensing authority, and full Council must discharge that function.

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Council Committees' Terms of Reference

The Licensing Committee

With the exception¹ of

- any licensing function under the Licensing Act 2003 (the 2003 Act) or the Gambling Act 2005 (the 2005 Act) reserved to full Council;³ or
- any licensing function where full Council has referred a matter to another committee,⁴

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the Licensing Committee is authorised to discharge⁵ the following functions⁶:

1. to discharge the licensing functions of the licensing authority;⁷
2. to discharge any other function of the authority referred to it by full Council;⁸
3. to make recommendations to full Council in connection with the discharge of its functions as licensing authority;⁹
4. To receive reports from, and to make recommendations and representations to other committees or bodies as appropriate.¹⁰

¹ In accordance with Section 7(2) of the 2003 Act or s154 (2) (a) and (c) of the 2005 Act.

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³ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act and under the 2005 Act.

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⁴ Under the provisions of Section 7(5)(a) of the 2003 Act.

⁵ The Committee may arrange for any of its functions to be discharged by one or more sub-committees, or by an officer, subject to the exceptions set out in Section 10(4) of the 2003 Act see also s154.....

⁶ "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

⁷ This includes the power to set fees under s212 of the 2005 Act

⁸ Full Council may arrange for the Licensing Committee to discharge any function of the authority which relates to a matter referred to the Committee but is not a licensing function (Section 7(3)). It may also refer a matter to the Committee where a matter relates to a licensing function and to a function of the authority which is not a licensing function, and arrange for the Committee to discharge the other function (Section 7(5)(b) of the 2003 Act). Before exercising this power, the Council must consult with the Committee.

Pursuant to this provision on 12 January 2006 Council delegated to the Licensing Committee the power to make a designated public places order in respect of alcohol consumption under the Criminal Justice and Police Act 2001

⁹ Including recommendations arising from the monitoring of the operation and impact of the licensing or Gambling policy by the Licensing Committee.

¹⁰ Where the licensing authority exercises its power under Section 7(5)(a) of the 2003 Act the other Committee must consider a report of the Licensing Committee. Where the Council does not make arrangements under Section 7(3), it must (unless the matter is urgent) consider a report of the Licensing Committee with respect to the matter before discharging the function (Section 7(4)).

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REGULATORY PANELS

Licensing and Regulatory Panel

The Licensing and Regulatory Panel is authorised to discharge¹ the following functions:²

1. To discharge all Council (non-executive)³ functions relating to:

(a) licensing and registration functions⁴ in respect of:

- (i) caravan sites⁵
- (ii) hackney carriages and private hire vehicles⁶
- ~~(iii) acupuncture, ear-piercing and electrolysis¹⁴~~
- ~~(iv) pleasure boats and vessels¹⁵~~
- ~~(v) market and street trading¹⁶~~
- ~~(vi) game¹⁷~~
- ~~(vii) premises for the preparation of food¹⁸~~
- ~~(viii) scrap yards¹⁹~~
- (ix) dog breeding, pet shops, animal breeding, animal trainers and exhibitors, zoos, wild animals²⁰
- ~~(x) knackers' yards²¹~~
- ~~(xi) the employment of children²²~~
- ~~(xii) premises for the solemnisation of marriage²³~~

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¹ With the exception of any licensing function under the Licensing Act 2003, the Panel and the Council may arrange for any of these functions to be discharged by an officer – the functions for the time being so delegated are detailed in Section 2 of Part 3 of this Constitution

² "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

³ Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended (the 2000 Regulations).

⁴ Para. B of Schedule 1 to the 2000 Regulations

⁵ Items 1 and 2 of Para. B of Schedule 1 to the 2000 Regulations

⁶ Item 3 – 5 of Para. B of Schedule 1 to the 2000 Regulations

¹⁴ Item 17 of Para. B of Schedule 1 to the 2000 Regulations

¹⁵ Item 18 of Para. B of Schedule 1 to the 2000 Regulations

¹⁶ Item 20 of Para. B of Schedule 1 to the 2000 Regulations

¹⁷ Item 23 of Para. B of Schedule 1 to the 2000 Regulations

¹⁸ Item 24 of Para. B of Schedule 1 to the 2000 Regulations

¹⁹ Item 25 of Para. B of Schedule 1 to the 2000 Regulations

²⁰ Items 29 - 33 of Para. B of Schedule 1 to the 2000 Regulations

²¹ Item 34 of Para. B of Schedule 1 to the 2000 Regulations

²² Item 35 of Para. B of Schedule 1 to the 2000 Regulations

²³ Item 36 of Para. B of Schedule 1 to the 2000 Regulations

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- (xiii) charitable collections²⁴
- (xiv) operation of loudspeakers²⁵
- (xv) movement and sale of pigs and cattle²⁶
- (xvi) storage of celluloid²⁷
- (xvii) meat product premises and dairy establishments²⁸
- (xviii) egg products, butchers and fish products²⁹
- (xix) auction and wholesale markets³⁰
- (xx) food business premises³¹
- (xxi) motor salvage operators³²

(b) health and safety at work³³ to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.

2. In respect of any approval, consent, licence, permission, or registration which they may grant,

- (a) To impose conditions limitations or restrictions;
- (b) To determine any terms;
- (c) To determine whether and how to enforce any failure to comply;
- (d) To amend, modify, vary or revoke;
- (e) To determine whether a charge should be made or the amount of such a charge.

3. To discharge any licensing function³⁴, where full Council has referred a matter to the Panel.³⁵

²⁴ Item 39 of Para. B of Schedule 1 to the 2000 Regulations

²⁵ Item 40 of Para. B of Schedule 1 to the 2000 Regulations

²⁶ Items 43 – 46 of Para. B of Schedule 1 to the 2000 Regulations

²⁷ Item 56 of Para. B of Schedule 1 to the 2000 Regulations

²⁸ Items 57 – 59 of Para. B of Schedule 1 to the 2000 Regulations

²⁹ Items 60 - 63 of Para. B of Schedule 1 to the 2000 Regulations

³⁰ Item 66 of Para. B of Schedule 1 to the 2000 Regulations

³¹ Items 67-68 of Para. B of Schedule 1 to the 2000 Regulations

³² Item 71 of Para. B of Schedule 1 to the 2000 Regulations

³³ Para. C of Schedule 1 to the 2000 Regulations

³⁴ Under the Licensing Act 2003

³⁵ (Section 7(5)(a) of the Licensing Act 2003). The matter must relate to

- a licensing function of the licensing authority under the Licensing Act 2003 and
- a function which is not a licensing function.

Unless the matter is urgent, the Panel must consider a report of the Licensing Committee in respect of the matter before discharging the function concerned (Section 7(6)).

Part 3 Section 2B

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Director of Legal and Democratic Services

1. The Director of Legal and Democratic Services is the Monitoring Officer for the Council.
2. Subject to the exceptions listed below, the Director of Legal and Democratic Services is authorised to discharge the following Council (non-executive) functions:

Licensing and Regulations:

(a)	To license hackney carriages and private hire vehicles	(a) As to hackney carriages, the Town Police Clauses Act 1847 as extended by section 171 of the Public Health Act 1875 and section 15 of the Transport Act 1985 and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (b) As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(b)	To license drivers of hackney carriages and private hire vehicles	Section 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(c)	To license operators of hackney carriages and private hire vehicles	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(d)	*To register pool promoters♦	Schedule 2 to the Betting, Gaming and Lotteries Act 1963
(e)	*To grant track betting licences♦	Schedule 3 to the Betting, Gaming and Lotteries Act 1963
(f)	*To licence inter-track betting schemes♦	Schedule 5ZA to the Betting, Gaming and Lotteries Act 1963
(g)	*To grant permits in respect of premises with amusement machines♦	Schedule 9 to the Gaming Act 1968
(h)	*To register societies wishing to promote lotteries♦	Schedule 1 to the Lotteries Amusements Act 1976
(i)	*To grant permits in respect of premises where amusements with prizes are provided♦	Schedule 3 to the Lotteries and Amusements Act 1976
(j)	*To licence sex shops and sex cinemas	The Local Government (Miscellaneous Provisions) Act 1982, Section 2, Schedule 3
(p)	*To license dealers in game and the killing and selling of game	Sections 5, 6, 17, 18 and 21 to 23 of the Game Act 1831; sections 2 to 16 of the Game Licensing Act 1860 section 4 of the customs and Inland Revenue Act 1883, sections 12(3) and 27 of the Local Government Act 1874 and section 213 of the Local Government Act 1972
(q)	*To license scrap yards	Section 1 of the Scrap Metal Dealers Act

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Officer Delegation Scheme (Council (non-executive) functions)

		1964
(r)	*To approve premises for the solemnisation of marriages	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995(SI 1995/510)
(s)	*To license persons to collect for charitable and other causes	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939
(t)	To register motor salvage operators	Part I of the Vehicles (Crime) Act 2001

♦ From 1 September 2007 these provisions will be repealed and licences will be granted under the Gambling Act 2005 by the Licensing Committee. From 30 April 2007 the Licensing Committee will have delegated power to deal with transitional applications to convert these licences to licences under the 2005 Act. The Panel will deal with any new applications made prior to 1 September 2007 where these are permitted by legislation

Functions relating to elections:

(a)	Functions in relation to parishes and parish councils	Part II of the Local Government and Rating Act 1997 and subordinate legislation under that Part
(b)	To dissolve small parish councils	Section 10 of the Local Government Act 1972
(c)	To make orders for grouping parishes, dissolving groups and separating parishes from groups	Section 11 of the Local Government Act 1972
(d)	To make temporary appointments to parish councils	Section 91 of the Local Government Act 1972

Functions relating to standing orders:

(a)	To make standing orders	Section 106 of, and paragraph 42 of Schedule 12 to the Local Government Act 1972
(b)	To make standing orders as to contracts	Section 135 of the Local Government Act 1972

Exceptions:

The Director of Legal and Democratic Services is not authorised to discharge those functions marked *above where objections have been received.

Licensing Functions delegated by Licensing Committee:

Subject to the exceptions listed below, the Director of Legal and Democratic Services is authorised to discharge the licensing functions ⁸ of the licensing authority.	Licensing Act 2003
<u>Exceptions:</u>	

⁸ "Licensing functions" means functions under the 2003 Act

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Officer Delegation Scheme (Council (non-executive) functions)

- any licensing function¹ reserved to full Council;⁹ and
- any licensing function where full Council has referred a matter to a committee other than the Licensing Committee;¹⁰ and
- any licensing function within the terms of reference of the Licensing Sub-committees¹¹; and
- any function under Section 52(2) or (3) of the Act; and
- any function under Section 88(2) or (3) of the Act; and
- any function under Section 167(5) of the Act: and
- to determine whether Section 20(3) or 74(3) applies to a film and make recommendations about the admission of children to that film; and
- to object when the Authority is consultee and not the relevant authority considering an application.

⁹ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act.

¹⁰ Under the provisions of Section 7(5)(a) of the 2003 Act.

¹¹ Except where a Licensing sub-committee has arranged for the discharge of any of their functions to an Officer.

Part 3 section 2C

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FUNCTIONS OF THE FULL COUNCIL

<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
<p>Members' allowances²</p> <p>To make, amend, revoke or replace a Members' allowances scheme.</p> <p>To determine the amount of allowance payable for:</p> <ul style="list-style-type: none"> • Chairman's expenses • Vice-Chairman's expenses • financial loss allowance • allowances for attending conferences and meetings <p>To determine the rates at which payments are to be made for travelling and subsistence allowances.</p> <p>To determine the amount of any allowance payable under the Members' allowances scheme or the rates at which payments are to be made.</p>	
<p>Arrangements for the discharge of functions/appointments of committees³</p> <p>Subject to any provisions of regulations under section 20 Local Government Act 2000,</p> <p>(a) to make arrangements for the discharge of functions by a committee or officer under section 101(5) of the 1972 Act; and</p> <p>(b) to make appointments under section 102 (appointment of committees) of the 1972 Act.</p>	

¹ In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended (the 2000 Regulations).

² Regulation 2(5) & (6) of the 2000 Regulations

³ Regulation 2(8) of the 2000 Regulations

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Responsibilities for Council (non-executive) Functions

<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
<p>Functions to be discharged by the authority, by virtue of other enactments⁴</p> <p>To discharge any function which by virtue of any enactment passed or made before the making of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may be discharged only by an authority.</p>	

⁴ Regulation 2(11) of the 2000 Regulations
Part 3 Section 2A
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Council (non-executive) functions¹	Related appointments of Officers by full Council
<p>Formulating plans and strategies⁵</p> <p>In connection with the discharge of the function:</p> <p>(a) of formulating or preparing a plan or strategy of a specified description⁶;</p> <p>(b) of formulating a plan or strategy for the control of the authority's borrowing, investments or capital expenditure; or</p> <p>(c) of formulating or preparing any other plan or strategy whose adoption or approval is a matter for determination by the authority⁷</p> <p>to the extent of the following actions:</p> <p>(a) to give instructions requiring the Executive to reconsider any draft plan or strategy submitted by the Executive for the authority's consideration;</p> <p>(b) to amend any draft plan or strategy submitted by the Executive for the authority's consideration;</p> <p>(c) to approve, for the purposes of public consultation in accordance with Regulation 10 or 22 of the Town & Country Planning (Development Plans) (England) Regulations 1999, draft proposals associated with the preparation of alterations to or the replacement of a development plan;</p> <p>(d) to approve for the purpose of its submission to the Secretary of State or any Minister of the Crown for its approval any plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted;</p> <p>(e) the approval, for the purpose of its submission to the Secretary of State for independent examination under section 20 of the Planning and Compulsory Purchase Act 2004, of a development plan document; and</p> <p>(e) to adopt (with or without modification) the plan or strategy.</p>	

⁵ Regulation 4(1),(2) and (3) of the 2000 Regulations

⁶ Specified in column (1) of Schedule 3 to the 2000 Regulations

⁷ By virtue of Regulation 5(1) of the 2000 Regulations

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<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
<p>Budget and Policy framework⁸</p> <p>To amend, modify, revise, vary, withdraw or revoke any plan or strategy detailed in the policy framework at Article 4 of this Constitution, or for the control of the authority's borrowing, investments or capital expenditure, save where such amendment, modification, revision, variation, withdrawal or revocation:</p> <p>(i) is required for giving effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for his approval, or to any part so submitted;</p> <p>(ii) is recommended by the person carrying out, under section 20 of the Planning and Compulsory Purchase Act 2004, an independent examination of a development plan document; or</p> <p>(iii) is authorised by a determination made by the authority when approving or adopting the plan or strategy as the case may be.</p>	
<p>Applications for disposals of land⁹</p> <p>To authorise the making of an application</p> <ul style="list-style-type: none"> under Sub-Section (5) of Section 135 (Programmes for Disposals) of the Leasehold Reform, Housing and Urban Development Act 1993, or for the inclusion of a disposal in a disposals programme for consent to that disposal under Section 32 (power to dispose of land held for the purposes of Part II) or Section 43 (consent required for certain disposals not within Section 32) of the Housing Act 1985 <p>(The function of making the application is the responsibility of the Executive).</p>	

⁸ Regulation 4(4) of the 2000 Regulations

⁹ Regulation 4(5), 4(6) and 4(7) of the 2000 Regulations

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Council (non-executive) functions¹	Related appointments of Officers by full Council
<p>Financial calculations and precepts¹⁰</p> <p>To</p> <ul style="list-style-type: none"> • make calculations in accordance with Sections 32-37, 43-49,52I,52J,52T,52U of the Local Government Finance Act 1992, whether originally or by way of substitute, or • issue a precept under Chapter IV of Part 1 of that Act <p>save to the extent of:</p> <p>(a) the preparation for submission to the authority for their consideration of:</p> <p style="padding-left: 20px;">(i) estimates of the amounts to be aggregated in making the calculation or other amounts to be used for the purposes of the calculation and estimates of the calculation; or</p> <p style="padding-left: 20px;">(ii) the amounts required to be stated in the precept;</p> <p>(b) the reconsideration of those estimates and amounts in accordance with the authority's requirements;</p> <p>(c) the submission for the authority's consideration of revised estimates and amounts.</p> <p>(which functions shall be the responsibility of the Executive)</p>	
<p>Deregulation authorisations/revocations¹¹</p> <p>To authorise a person to exercise a function pursuant to an Order under Section 70 of the Deregulation and Contracting Out Act 1994, where the Section 70 function is not the responsibility of the Executive; and</p> <p>To revoke any such authorisation.</p>	

¹⁰ Regulation 4(9),4(10) & 4(11) of the 2000 Regulations

¹¹ Regulation 4(12) & 4(13) of the 2000 Regulations

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<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
<p>Adoption of plans and strategies¹²</p> <p>To adopt or approve a plan or strategy (whether statutory or non-statutory) other than a plan or strategy</p> <ul style="list-style-type: none"> • for the control of the authority’s borrowing, investments or capital expenditure; or • of a description referred to in Schedule 3 of the 2000 Regulations <p>where the Council determines that the decision whether the plan or strategy should be adopted or approved should be taken by them.</p>	
<p>Determinations about matters concerned with budget/borrowing/capital expenditure contrary to the Budget and Policy Framework etc.¹³</p> <p>To determine any matter in the discharge of a function which is</p> <ul style="list-style-type: none"> • the responsibility of the Executive; and • is concerned with the authority’s budget, or their borrowing or capital expenditure, <p>where the individual or body by whom, by virtue of any of sections 14 to 17 of the Local Government Act 2000 or provision made under section 18 or 20 of that Act, the determination is to be made,</p> <p>(a) is minded to determine the matter contrary to, or not entirely in accordance with</p> <ul style="list-style-type: none"> (i) the authority’s budget; or (ii) the plan or strategy for the time being approved or adopted by the authority in relation to their borrowing or capital expenditure; and <p>(b) is not authorised by the authority’s executive arrangements, financial regulations, standing orders or other rules or procedures to make a determination in those terms.</p>	

¹² Regulation 5(1) of the 2000 Regulations

¹³ Regulation 5(1) of the 2000 Regulations

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<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
<p>The Determination of matters which are the responsibility of the Executive etc.¹⁴</p> <p>The determination of any matter in the discharge of a function-</p> <p>(a) which is the responsibility of the Executive; and</p> <p>(b) in relation to which a plan or strategy (whether statutory or non-statutory) has been adopted or approved by the authority,</p> <p>where the individual or body by whom, by virtue of any of the sections 14 to 17 of the Local Government Act 2000 or provision made under section 18 or 20 of that Act, the determination is to be made, is minded to determine the matter in terms contrary to the plan or, as the case may be, the strategy adopted or approved by the authority; <u>except</u> in relation to the discharge of a function where:</p> <p>(a) the circumstances which render necessary the making of the determination may reasonably be regarded as urgent; and</p> <p>(b) the individual or body by whom the determination is to be made has obtained from the Chair of a relevant Scrutiny Board, or if there is no such person, or if the Chair of every relevant Scrutiny Board is unable to act, from the Chair of the authority, or in their absence, from the vice-chair, a statement in writing that the determination needs to be made as a matter of urgency.</p>	
<p>Functions relating to licensing¹⁵</p> <p>To discharge functions relating to</p> <ul style="list-style-type: none"> • the statement of licensing policy;¹⁶ • <u>the passing of a resolution not to issue a casino premises licence¹⁷</u> • establishing a licensing committee;¹⁸ and • the exercise and delegation of functions;¹⁹ 	

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¹⁴ Regulation 5(1) and (2) of the 2000 Regulations
¹⁵ Item 14A of Para. A of Schedule 1 of the 2000 Regulations
¹⁶ Section 5 of the Licensing Act 2003 and Section 349 of the Gambling Act 2005
¹⁷ Item 14B of Para A of Schedule 1 of the 2000 Regulations
¹⁸ Section 6 of the Licensing Act 2003
¹⁹ Section 7(3),(4),(5),(7) and (9) of the Licensing Act 2003

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Responsibilities for Council (non-executive) Functions

<u>Council (non-executive) functions¹</u>	<u>Related appointments of Officers by full Council</u>
To appoint an electoral registration officer²⁰	The Chief Executive is appointed as Electoral Registration Officer
To appoint returning officer for local government elections²¹	The Chief Executive is appointed as the Returning Officer
To change the name of the district or parish²²	
To confer title of honorary alderman or to admit to be an honorary freeman of the district²³	
To make, amend, revoke or enact byelaws²⁴	
To promote or oppose local Bills in Parliament²⁵	
To make arrangements for proper administration of financial affairs etc²⁶	Director of Corporate Services is appointed as Section 151 Officer
To appoint officers for particular purposes (appointment of proper officers)²⁷	Each Director is appointed as the Proper Officer for matters within his/her remit. The Chief Executive is appointed as the Proper Officer for the purpose of any other matter.
To designate an officer as the head of the authority's paid service, and to provide staff etc²⁸	The Chief Executive is appointed as Head of Paid Service
To designate an officer as the Monitoring Officer, and to provide staff etc²⁹	The Director of Legal and Democratic Services is appointed as the Monitoring Officer
Duty to provide staff, etc to person nominated by Monitoring Officer³⁰	

²⁰ Item 1 of Para. D of Schedule 1 of the 2000 Regulations

²¹ Item 6 of Para. D of Schedule 1 of the 2000 Regulations

²² Items 1 and 2 of Para E of Schedule 1 of the 2000 Regulations

²³ Item 3 of Para E of Schedule 1 of the 2000 Regulations

²⁴ Para F of Schedule 1 of the 2000 Regulations

²⁵ Para G of Schedule 1 of the 2000 Regulations

²⁶ Item 39 of Para. I of Schedule 1 of the 2000 Regulations

²⁷ Item 40 of Para. I of Schedule 1 of the 2000 Regulations

²⁸ Item 43 of Para I of Schedule 1 of the 2000 Regulations

²⁹ Item 44 of Para I of Schedule 1 of the 2000 Regulations

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Responsibilities for Council (non-executive) Functions

<u>Council (non-executive) functions</u> ¹	<u>Related appointments of Officers by full Council</u>
Powers relating to overview and scrutiny committees (voting rights of co-opted members) ³¹	
To appoint Members to police authorities ³²	
To act as Appointing Body for the purposes of making appointments to ³³ : <ul style="list-style-type: none"> • West Yorkshire Joint Services Committee • West Yorkshire Police Authority joint committee (appointments panel) • West Yorkshire Fire and Civil Defence Authority • West Yorkshire Passenger Transport Authority • Leeds Bradford Airport • West Yorkshire Debt Management Joint Advisory Group • West Yorkshire Pension Fund Investment Panel 	

³⁰ Item 44A of Para 1 of Schedule 1 of the 2000 Regulations

³¹ Item 44B of Para 1 of Schedule 1 of the 2000 Regulations

³² Para.2 to 4 of Schedule 2 Police Act 1996. This is a local choice function, under Schedule 2 of the 2000 Regulations.

³³ This is a local choice function under Schedule 2 of the 2000 Regulations. Other appointments have been delegated to Member Management Committee.

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Summary of delegated functions (Council (non-executive) functions)

Council (non-executive) functions ¹	<u>Decision Making Body</u>	Delegation of functions to Officers (to the extent set out in Section 2C)
Functions relating to elections²	Full Council	The Chief Executive The Director of Legal and Democratic Services
Functions relating to local government pensions³	Full Council	Director of Corporate Services
Standing Orders To make and amend Standing Orders and Contract Standing Orders ⁴	Full Council	Director of Corporate Services in relation to Financial Procedure Rules Director of Legal and Democratic Services in respect of any other Rules
Appointment of Staff⁵ To appoint staff at director level and make recommendations regarding the appointment of Head of Paid Service; to take disciplinary action including dismissal and to deal with appeals relating to grievance, grading and discipline in respect of employees at director level and above.	Employment Committee	
Other		All Directors

¹ Under the Local Authorities (Functions and Responsibilities) Regulations 2000 (the 2000 Regulations) as amended.

² Items 2-5, 7-17 Para D of Schedule 1 of the 2000 Regulations

³ Item 1 of Para H of Schedule 1 of the 2000 Regulations

⁴ Items 36 and 38 of Para I of Schedule 1 of the 2000 Regulations

⁵ Item 37 of Para I of Schedule 1 of the 2000 Regulations

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Responsibilities for Council (non-executive) Functions

Council (non-executive) Functions ¹	<u>Decision Making Body</u>	<u>Delegation of functions to Officers</u> (to the extent set out in Section 2C)
<p>Maladministration To make payments or provide benefits in cases of maladministration⁶</p> <p>Statement of Accounts⁷</p>	<p>Corporate Governance and Audit Committee</p> <p>Corporate Governance and Audit Committee</p>	<p>All Directors</p>
<p>Functions relating to licensing⁸</p> <p>Designated Public Places Orders To make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption¹¹</p>	<p>Licensing Committee</p> <p>Licensing Committee</p>	

⁶ Item 48 of Para I of Schedule 1 of the 2000 Regulations

⁷ Item 45 of Para I of Schedule 1 of the 2000 Regulations

⁸ Item 14A Para B of Schedule 1 of the 2000 Regulations [and \(in relation to gambling\) Sections 154 \(1\), s232, Schedule 10 paragraph 6, Schedule 12 paragraph 28, Schedule 13 paragraph 3 and Schedule 14 paragraph 7 of the Gambling Act 2005](#)

¹¹ Item 49 Para I of Schedule 1 of the 2000 Regulations

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Responsibilities for Council (non-executive) Functions

Council (non-executive) Functions¹	<u>Decision Making Body</u>	Delegation of functions to Officers (to the extent set out in Section 2C)
<p>Taxi, gaming³⁴, food and miscellaneous licensing Functions relating to licensing and registration⁹ (other than in relation to highways and under the Licensing Act 2003)</p> <p>Health and Safety¹⁰</p>	<p>Licensing and Regulatory Panel</p> <p>Licensing and Regulatory Panel</p>	<p>Director of Neighbourhoods and Housing</p> <p>Director of Development</p> <p>Director of City Services</p> <p>Director of Learning and Leisure</p> <p>Director of Legal and Democratic Services</p> <p>All Directors</p>
<p>Determination of terms and conditions¹² To determine employee and related appeals including those in respect of grading, grievance and discipline.</p>	<p>Personnel Panel^{12a}</p>	
<p>Town and country planning, development control and conservation¹³</p> <p>Safety at Sports Grounds and Fire Certificates¹⁴</p> <p>Common land or town and village greens¹⁵</p>	<p>Plans Panels</p> <p>Plans Panels</p> <p>Plans Panels</p>	<p>Chief Planning and Development Services Officer</p> <p>Director of Development</p> <p>Chief Planning and Development Services Officer</p>

³⁴ ~~From 1 September 2007 these functions will transfer to the Licencing Committee under the Gambling Act 2003 – see Functions relating to Licenisng above.~~

⁹ Item 1-18,20-25, 29-36, 39-40, 43-46,56-63, 66-67 and 71 of Para B of Schedule 1 of the 2000 Regulations

¹⁰ Para C of Schedule 1 of the 2000 Regulations

¹² Item 37 of Para I of Schedule 1 of the 2000 Regulations

^{12a} Hearings will not be commenced by this Panel after 31st August 2005 when alternative arrangements for appeals will be introduced

¹³ Items 5 to 31 of Para A of Schedule 1 of the 2000 Regulations

¹⁴ Items 26 to 28 of Para B of Schedule 1 of the 2000 Regulations

Part 3 Section 2A

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Responsibilities for Council (non-executive) Functions

Council (non-executive) Functions¹	<u>Decision Making Body</u>	Delegation of functions to Officers (to the extent set out in Section 2C)
Streetworks and Highways¹⁶	Plans Panels	Director of City Services Director of Learning and Leisure
Public Rights of Way¹⁷	Plans Panels	Director of Learning and Leisure
The preservation of trees and the protection of important hedgerows¹⁸	Plans Panels	Chief Planning and Development Services Officer
Complaints about high hedges³⁵	Plans Panels	Chief Planning and Development Services Officer
See Terms of Reference, Section 2B	Standards Committee	

¹⁵ Items 37 and 38 of Para B of Schedule 1 of the 2000 Regulations

¹⁶ Items 41, 46A to 55 of Para B of Schedule 1 of the 2000 Regulations

¹⁷ Part I of Para I of Schedule 1 of the 2000 Regulations

¹⁸ Items 46 and 47 of Para I of Schedule 1 of the 2000 Regulations

³⁵ Item 47A of Para I of Schedule 1 of the 2000 Regulations

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Originator: Tim Pouncey

Tel: 74224

Report of the Director of Corporate Services

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Audit Commission Report – Stewardship and Governance 2005

Electoral Wards Affected:

None

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. This report summarises the key findings of the Audit Commission's work in 2005 on the 2004/05 accounts relating to stewardship and governance issues. It identifies a number of important policy issues that need to be addressed nationally in order to improve financial performance, financial reporting and corporate governance arrangements. A copy of the full report is attached.

1.0 Purpose Of This Report

1.1 The purpose of this report is to raise awareness of national governance and audit issues so that members can consider such issues at Leeds in the national context.

1.2 For the purposes of this summary, NHS issues have been ignored.

2.0 Main Issues

2.1 The key local government findings raised in the Audit Commission report are:

2.2 Financial reporting

2.3 Local government has responded well to the earlier statutory deadline for the approval of accounts with 97 per cent doing so by 31 July 2005. However, this has been at the expense of quality, with a third of authorities having to submit their accounts for re-approval by members because of errors identified at audit, with the result that 13 per cent failed to meet the statutory deadline for publication. This level of performance reflects badly on local government and the accounting profession, and must be addressed as a matter of urgency

2.4 In their report, "Audit Memorandum - Report to those charged with governance" KPMG, the Council's external auditors noted, in relation to Leeds City Council accounts, that:

Completeness of draft accounts	We received a set of draft accounts on 29 June 2006, prior to commencement of our final accounts audit on 17 July 2006. The draft accounts only required minor adjustments following our audit which have been agreed with management. The only bottom line impact has been to reduce HRA reserves by £252k. In the main, disclosure notes were complete and the draft accounts were not subject to any material adjustment allowing us to issue an unqualified audit opinion.
Quality of supporting working papers	As part of our interim audit, we issued a "Prepared by Client" (PBC) request that set out a list of analysis and supporting documentation required for our final accounts audit. The documentation you provided us has significantly improved from the previous year both in quality and timeliness, with pre-prepared and partially referenced working papers provided in advance of our accounts audit. We will debrief this process with you in October 2006 on completion of the accounts process and through our findings from the Financial Reporting element of the 2006/07 use of resources assessment later in the year.
Response to audit queries	You dealt with most audit queries quickly and efficiently. We hope that for 2006/07 audit this process can be more streamlined (in other words, make a formal record of any audit queries and rank them in order of priority), so that you can deal promptly with those queries that need more detail. We will discuss this process as part of the debrief session mentioned above.

Corporate Governance Arrangements

Nationally

- 2.5 Good progress was made in the implementation of SIC in 2004/05. Authorities now need to ensure that they have appropriate arrangements in place to enable risks to continue to be properly identified and appropriately disclosed in the future.

Leeds

- 2.6 KPMG have confirmed that:
- The Council has complied with CIPFA's guidance "The Statement on Internal Control in Local Government: Meeting the Requirements of the Accounts and Audit Regulations 2003" in preparation of the Statement on Internal Control and that they are not aware of any inconsistencies with the information recorded within the statement and their other work.

Risk Management

Nationally

- 2.7 The majority of health and local government bodies have now identified their significant business risks, but some bodies, including a third of police authorities, have yet to do so.

Leeds

- 2.8 Corporate Governance and Audit Committee receive regular reports on the implementation of the Corporate Risk Management Policy.

Audit

- 2.9 Auditors are generally satisfied with the scope, coverage and quality of internal audit work at many audited bodies. However, audited bodies could make better use of overall audit resources by improving co-ordination. We continue to work closely with KPMG to ensure the co-ordination of audit resources.

Partnerships

Nationally

- 2.10 Local government bodies continue to increase their use of partnerships in working to deliver modern, integrated services. However, one in four audited bodies still have no formal governance agreements in place for partnerships.

Leeds

- 2.11 The Council continues to improve its arrangements in respect of partnerships. In deed there is a specific improvement activity identified in the corporate governance

statement action plan to “review governance arrangements for partnerships and develop a governance checklist for use for all partnerships.

3.0 Implications For Council Policy And Governance

3.1 No specific implications but as this committee is authorised to review the adequacy of the Council’s corporate governance arrangements an appreciation of the national context will assist in the discharge of this responsibility.

4.0 Legal And Resource Implications

4.1 There are no specific resource implications arising from this report.

5.0 Conclusions

5.1 Leeds would seem to be well placed compared to the findings of the Audit Commission work nationally. However, we must guard against complacency and ensure continuous improvement against all those activities identified in the corporate governance statement action plan.

6.0 Recommendations

6.1 Members are asked to note the attached report and the report on the Audit Commission’s work in 2005.

Public services

National report

July 2006

Stewardship and governance 2005

A review of the work of the Audit Commission's appointed auditors in 2005

The Audit Commission is an independent body responsible for ensuring that public money is spent economically, efficiently and effectively, to achieve high-quality local services for the public. Our remit covers around 11,000 bodies in England, which between them spend more than £180 billion of public money each year. Our work covers local government, health, housing, community safety and fire and rescue services.

As an independent watchdog, we provide important information on the quality of public services. As a driving force for improvement in those services, we provide practical recommendations and spread best practice. As an independent auditor, we ensure that public services are good value for money and that public money is properly spent.

For further information about the Audit Commission, visit our website at www.audit-commission.gov.uk

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First published in July 2006 by the Audit Commission for local authorities and the National Health Service in England, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ

Summary

This report summarises the key findings of the Commission’s auditors’ work in 2005 on the 2004/05 accounts relating to stewardship and governance issues. It identifies a number of important policy issues that need to be addressed in order to improve financial performance, financial reporting and corporate governance arrangements in health and local government bodies.

Issue	The Commission’s response
Financial performance	
<p>Financial performance and financial management in the NHS has remained a key concern for auditors in 2005. Local authorities have more flexibility to manage their financial position through, for example, the application of reserves. However, financial management remains a concern at a small number of local government bodies.</p>	<p>Auditors will use their use of resources assessments to drive improvements in financial management.</p> <p>The Commission’s joint report with the National Audit Office (NAO) makes a number of specific recommendations to improve financial management in the NHS.</p> <p>We will use the principles of good financial management set out in <i>World Class Financial Management</i> to inform our future work in health and local government.</p> <p>We have been invited by the Secretary of State to carry out a fundamental review of the financial management and accountancy regime within the NHS to identify and make recommendations on the underlying issues that contribute to poor financial management at health bodies.</p>

Issue	The Commission's response
Financial reporting	
<p>Local government has responded well to the earlier statutory deadline for the approval of accounts with 97 per cent doing so by 31 July 2005. However, this has been at the expense of quality, with a third of authorities having to submit their accounts for re-approval by members because of significant errors identified at audit, with the result that 13 per cent failed to meet the statutory deadline for publication. This level of performance reflects badly on local government and the accounting profession, and must be addressed as a matter of urgency.</p> <p>In the NHS, strategic health authorities (SHA) improved both the quality and the timeliness of their accounts in 2004/05. However, the quality of primary care trust (PCT) and NHS trust accounts declined with a fifth of bodies' accounts being amended following audit, particularly in relation to differences in balances and transaction streams arising from service level agreements.</p>	<p>Auditors will use their use of resources assessments to drive improvements in financial reporting.</p> <p>We will work with the Chartered Institute of Public Finance and Accountancy (CIPFA) to develop further guidance for local authorities to help them address the common areas of non-compliance with reporting standards.</p> <p>We will publish a paper for audited bodies, setting out what auditors will expect from them prior to the commencement of the audit of the final accounts.</p> <p>The Commission is working with CIPFA to develop an approach to rolling financial forecasting, which will better align the processes for financial reporting with those for in-year financial monitoring and management.</p> <p>We have developed arrangements to enable the identification of material differences in balances and transaction streams between NHS bodies through the audit process.</p> <p>We are also working with the Department for Communities and Local Government (DCLG) and the Department of Health to develop an approach for the preparation of interim accounts.</p>

Issue	The Commission's response
Financial reporting (continued)	
<p>Developments to the <i>Code of Practice on Local Authority Accounting in the United Kingdom – a Statement of Recommended Practice</i> are helping to ensure greater compliance with UK Generally Accepted Accounting Practice. However, we are concerned about the length and complexity of local authority accounts and believe that there is a need to develop guidance on summarised accounts, to be issued alongside the detailed statutory accounts, to provide greater accessibility to a wider audience of lay and general readers.</p>	<p>We will develop proposals for discussion with CIPFA and other key stakeholders on the production of summary financial statements by local authorities that will sit alongside the more detailed statutory accounts.</p>
Corporate governance arrangements	
<p>Audit committees have been a requirement in the NHS for a number of years, but auditors' public interest reports highlight failures in corporate governance that point to a lack of effectiveness of audit committees and the need to enhance the financial literacy of non-executive directors. In local government, progress is being made to introduce audit committees, although the core functions are often undertaken either by a committee or panel which also has other functions or by more than one committee.</p>	<p>Auditors will use their use of resources work to help audited bodies to develop more effective audit committees. In local government, this will build upon CIPFA's <i>Audit Committees: Guidance for Local Authorities</i>, and in health on the <i>NHS Audit Committee Handbook</i>.</p>

Issue	The Commission's response
Corporate governance arrangements (continued)	
<p>Statements on internal control (SICs) have been a feature of NHS governance arrangements since 2001/02 and are well embedded. In local government, good progress was made in the implementation of SICs in 2004/05. Authorities now need to ensure that they have appropriate arrangements in place to enable risks to continue to be properly identified and appropriately disclosed in the future.</p>	<p>Auditors will continue to review statements on internal control to consider whether areas of non-compliance are being adequately disclosed. They will also comment on the adequacy of the assurance frameworks in place to underpin the statements on internal control and provide a flow of information to those charged with governance.</p> <p>The Commission is participating in the revision of the CIPFA/SOLACE publication <i>Corporate Governance: A Keystone for Community Governance</i> to provide more guidance to authorities on the development of a sound assurance framework and on reporting of governance issues.</p>
<p>The majority of health and local government bodies have now identified their significant business risks, but some bodies, including a third of police authorities, have yet to do so.</p>	<p>Through their use of resources assessments, auditors will continue to help bodies to identify weaknesses in their risk management arrangements and to develop arrangements to address those weaknesses.</p>
<p>Auditors are generally satisfied with the scope, coverage and quality of internal audit work at many audited bodies. However, audited bodies could make better use of overall audit resources by improving coordination.</p>	<p>Auditors will continue to work with audited bodies to identify how overall audit resources can best be utilised for the benefit of the organisation and will use their use of resources assessments to comment on bodies' internal control arrangements.</p>
<p>Health and local government bodies continue to increase their use of partnerships in working to deliver modern, integrated services. However, one in four audited bodies still have no formal governance agreements in place for partnerships.</p>	<p>Auditors will continue to monitor the performance of partnerships having regard to best practice guidance and will reflect their comments in their use of resources assessments.</p>

1

Introduction

- 1 This report summarises the key findings of the Commission's auditors' work in 2005 on the 2004/05 accounts relating to stewardship and governance issues. The Commission's appointed auditors play an important role in assuring taxpayers that local public bodies have safeguarded and accounted properly for public money, and put in place arrangements to secure value for money and ensure the proper conduct of public business. Auditors' work lies at the heart of the Commission's regulatory regime and underpins all of the Commission's work nationally.
- 2 The key findings and messages arising from appointed auditors' work in 2005 at NHS and local government bodies are discussed in the following sections:
 - Section 2: Financial performance
 - Section 3: Financial reporting
 - Section 4: Audit opinions and public reporting
 - Section 5: Corporate governance arrangements
 - Section 6: Certification and claims and returns
- 3 Wherever possible, we have compared and contrasted performance between sectors, identifying where and how improvements can be made.
- 4 The Commission has recently published its joint report with the NAO on financial performance in the NHS. We have not repeated the messages from that report here, other than to use the information to compare performance with local government.

2

Financial performance

- 5 Financial performance and financial management remained the key concern for auditors in 2005.
- 6 Financial concerns in the NHS have been well publicised in recent months. Our recent joint report with the NAO on financial management in the NHS looks in detail at the financial pressures in the NHS. In summary, the key findings of that report were that:
 - the aggregate overspend for all NHS bodies (including NHS foundation trusts) for the financial year 2004/05 was £251 million (0.3 per cent of total expenditure), compared with an underspend of £65 million (0.11 per cent) in 2003/04;
 - 171 NHS bodies out of 615 (28 per cent) failed to achieve in-year financial balance in 2004/05, compared with 106 bodies (18 per cent) in 2003/04. The number of NHS bodies reporting significant in-year deficits (of over 0.5 per cent of income or available revenue resources) increased to 137 (23 per cent) from 78 (13 per cent) in 2003/04. The number and size of significant deficits would have been greater without specific financial support either from within the local health economy or centrally;
 - the total cumulative deficit across NHS trusts as at 31 March 2005 was £598 million (2003/04: £276 million); and
 - 16 SHA areas (57 per cent) incurred an aggregate overspend in 2004/05, compared with 7 (25 per cent) in 2003/04 and 6 (21 per cent) in 2002/03.
- 7 The Secretary of State has requested the Commission to undertake a review of the NHS financial management and accountancy regime. The review has been commissioned as a result of the current financial position of the NHS as a whole and in particular the number of NHS bodies with deficits. The objectives of the review are to consider and comment on the current regime and recommend changes that:
 - enable and encourage the NHS and individual bodies within it to operate on a sound and sustainable financial footing;
 - support the identification of financial problems and facilitate recovery;
 - promote clear and transparent accountability; and
 - support individual organisations to develop the necessary financial management capacity and capability to operate effectively.

- 8 The financial performance of local government bodies does not receive the same high profile as the health service. Local government bodies are not subject to the same financial regime as NHS bodies and have more flexibility to mitigate the impact of budgetary overspends in the short term by, for example, drawing on accumulated reserves. However, sound financial management is no less important to the effective delivery of an authority's objectives. In 2004/05, auditors reported that 156 authorities (33 per cent) overspent their budgets compared with 77 authorities (20 per cent) in 2003/04. Of these, 14 authorities (3 per cent) overspent by more than 10 per cent of their revenue budget compared with 7 (2 per cent) in 2003/04.
- 9 Good financial management is an essential element of good corporate governance and forms part of the firm foundations that underpin the delivery of high-quality services.
- 10 The key lever available to the Commission to bring about improvements in financial management is the use of resources assessments, qualitative assessments of the effectiveness of different aspects of audited bodies' financial management arrangements, which auditors are required to give at local government bodies (for Comprehensive Performance Assessment [CPA]), fire and rescue, and police authorities, and health bodies (for the Healthcare Commission's Health Check).
- 11 In developing the key lines of enquiry and related criteria for judgement which underpin these assessments, building on CIPFA's financial management model, we have been able to define the Commission's expectations about the minimum level of performance to be expected in financial management while at the same time setting standards in terms of the level of performance required if an audited body is to be judged as good or excellent. There will thus be an incentive for those audited bodies that aspire to a good or excellent rating to improve their arrangements.
- 12 Improving financial management and reporting is a key strategic priority for the Commission. In November 2005, we published a discussion paper, *World Class Financial Management*, in order to stimulate debate across public services and among finance professionals about what standards of financial management the public sector should aspire to over the longer term. In doing so, we identified leading edge and best practice examples from around the world. We believe that the principles of good financial management are universal and apply equally across the private, voluntary and public sectors. We are working with partners and stakeholders to take forward the principles

and the ideas set out in *World Class Financial Management*, to define best practice and drive up standards across the public sector. We will also use these principles and ideas to inform our own future work on financial management, including the development of a series of more practical studies and guidance on particular aspects of financial management in local government and the NHS.

3

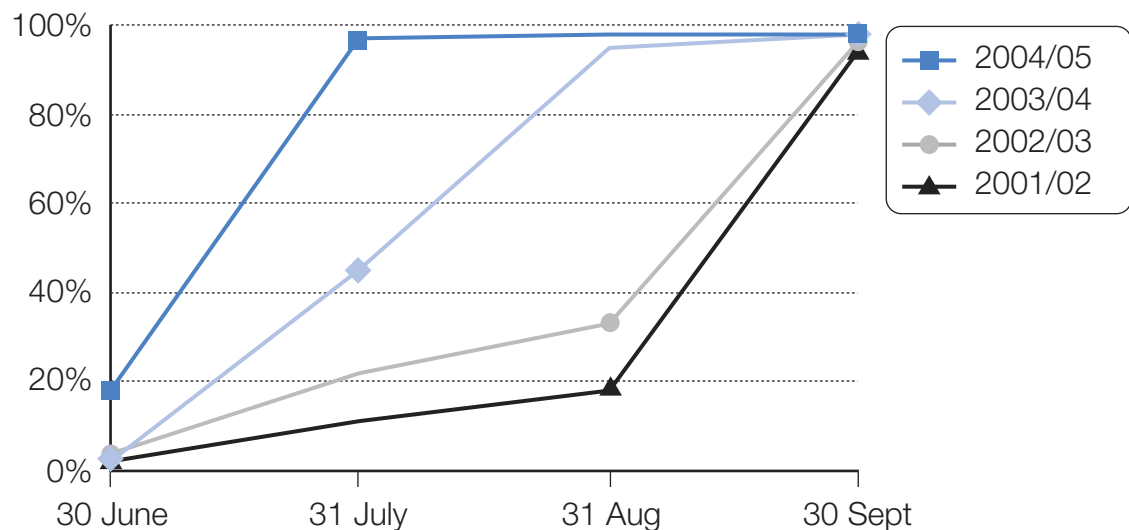
Financial reporting

Timeliness and quality of accounts

- 13 The production of high-quality accounts on a timely basis is an essential element in the process of accountability for the stewardship and use of public money. However, the quality of financial reporting was again a significant issue for auditors in 2005 in both local government and the NHS.
- 14 Over recent years, the deadline within which local authorities are required to produce accounts and have them considered by members has moved forward considerably. The Accounts and Audit Regulations 2003 established a challenging agenda for the earlier preparation and approval of local government accounts:
- 2002/03 by 30 September 2003;
 - 2003/04 by 31 August 2004;
 - 2004/05 by 31 July 2005; and
 - 2005/06 onwards by 30 June.
- 15 A further catalyst for production of more timely accounts has been the government's move to preparing Whole of Government Accounts (WGA). Local authorities were required to complete a data pack for WGA in 2004/05 for the first time, with a submission deadline of 4 November 2005. HM Treasury has indicated that it expects this deadline to be brought forward in future years.
- 16 This acceleration of the statutory timetable has placed pressure on local authorities, but they have responded well. Overall, 455 councils (97 per cent) achieved the earlier statutory deadline of 31 July 2005 for the approval of their accounts (**Figure 1**).

Figure 1**When councils approve their accounts**

Local authorities have continued to achieve the earlier statutory deadlines for approving their accounts.

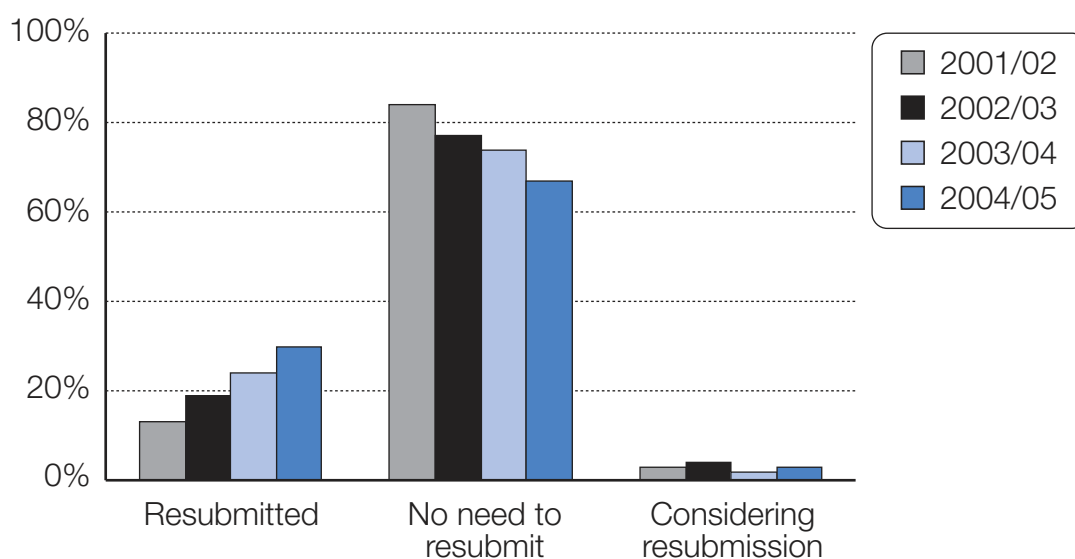


Source: Audit Commission

- 17** Auditors also reported that 407 local government bodies (87 per cent) published their accounts by the statutory deadline of 31 October 2005. However, the failure of 61 authorities (13 per cent) to meet the statutory reporting deadline represents a deterioration compared with 2004, when 44 authorities (11 per cent) failed to meet the then deadline of 30 November.
- 18** The acceleration of the accounts timetable clearly leads to more timely reporting of financial performance, which the Commission welcomes. But the Commission is concerned that, for many authorities, the achievement of earlier closure of the accounts has been at the cost of quality. In 2004/05, 140 authorities' accounts (30 per cent) had to be resubmitted to councillors for re-approval because of material errors identified by auditors during the audit process. This compares with 92 authorities (24 per cent) in 2003/04, 72 authorities (19 per cent) in 2002/03 and 50 authorities (13 per cent) in 2001/02 (**Figure 2, overleaf**).

Figure 2
Accounts resubmitted to councillors

There is a continuing deterioration in the quality of accounts submitted for member approval (as at 31 December each year).

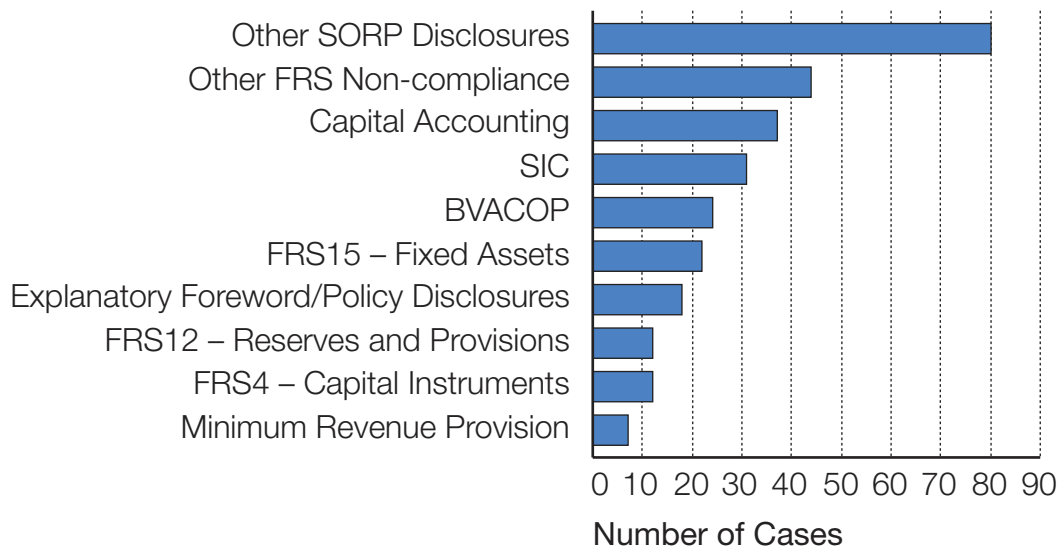


Source: Audit Commission

- 19 In the great majority of cases, the need for resubmission was because authorities failed to comply with the accounting and disclosure requirements of the Code of Practice on Local Authority Accounting – Statement of Recommended Practice (SORP), which have become more complex in recent years, or relevant financial reporting standards (FRSs) (Figure 3). Accounting and disclosure requirements in 2004/05 changed little compared with the previous year, so the level of error identified indicates an inadequate level of care taken in preparing the accounts and an inappropriate level of review of the accounts by senior management prior to approval by councillors.

Figure 3**Reasons for account resubmission**

The main reason for resubmission was because authorities failed to comply with the accounting and disclosure requirements of the SORP or FRSs.



Source: Audit Commission

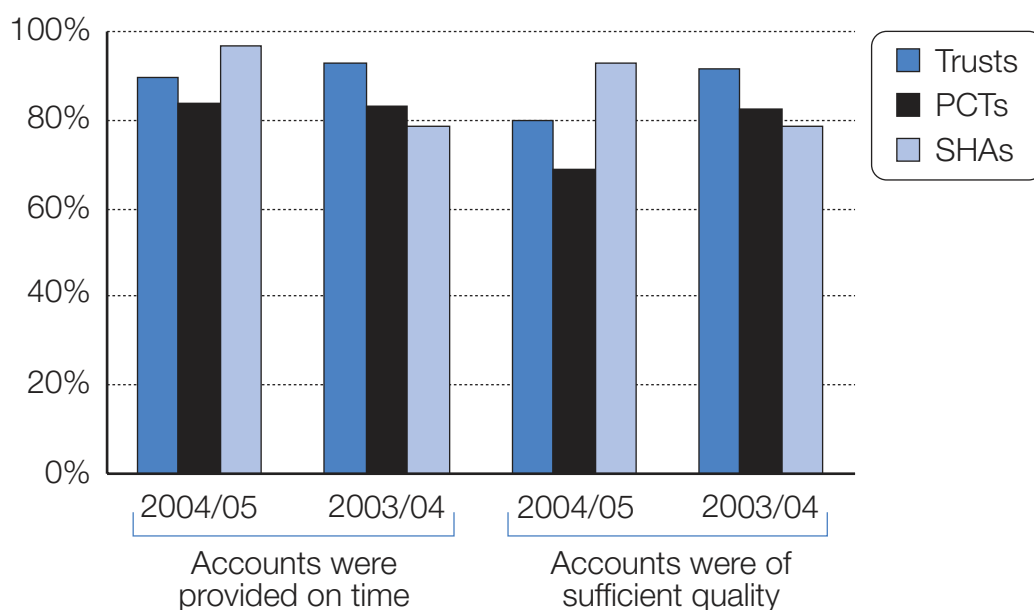
- 20** The Commission will use the above analysis to consider, with CIPFA, whether further guidance is needed for local authorities to help them address the common areas of non-compliance.
- 21** Local authorities' poor performance in this key aspect of financial management is unacceptable. It reflects a continuing failure to take the financial reporting process, which underpins accountability for public money, sufficiently seriously and is something which local government as a whole and the accountancy profession must address as a matter of urgency. For our part, auditors will continue to use their use of resources assessments to highlight areas of weakness and drive improvement. We will also work with CIPFA and others to address some of the underlying issues (see paras 25-28 below).
- 22** In the NHS, the 2004/05 final accounts timetable did not change, providing an opportunity for further improvement in the quality of accounts submitted for audit. As reported in our joint report with the NAO, 513 health bodies (87 per cent) submitted their

accounts by the deadlines compared with 516 (86 per cent) in 2003/04 with significant progress at SHAs, where only 1 (out of 25) failed to submit accounts on time (6 in 2003/04). However, like local government, the joint report also shows a decline in the quality of the accounts for both PCTs and NHS trusts. Auditors report that only 442 bodies (75 per cent) produced accounts of sufficient quality, compared with 522 (87 per cent) in 2003/04 (**Figure 4**).

Figure 4

Timeliness and quality of NHS accounts

Like local government, there was a decline in the quality of the accounts for both PCTs and NHS trusts.



Source: Audit Commission

23 The process for the approval of accounts at NHS bodies differs from that in local government with the result that the need to resubmit accounts does not arise. However, in our joint report with the NAO, we highlighted auditors’ concerns regarding the level of audit adjustments required in 2004/05 (**Table 1**). The three most significant areas for movements between the unaudited and audited accounts were prescribing creditors, Agenda for Change and adjustments to service level agreements. Auditors reported that

there were inappropriate adjustments, including the misstatement of accruals and provisions, and / or omissions in 125 NHS bodies' accounts (21 per cent) in 2004/05 compared with 96 (16 per cent) in 2003/04.

Table 1

Comparison of NHS bodies' unaudited and audited outturn for 2004/05

	Aggregate unaudited outturn (£million)	Aggregate audited outturn (£million)	Adjustment (£million)
Strategic health authorities	381.5	372.7	(8.8)
Primary care trusts	(202.7)	(265.3)	(62.6)
NHS trusts	(282.9)	(321.7)	(38.8)
Total	(104.1)	(214.3)	(110.2)

Source: Department of Health and audited accounts of NHS bodies

- 24 We are continuing to encourage the Department of Health to make the arrangements for the agreement of balances and transaction streams between health bodies more robust. The current process is applied inconsistently, with the result that material differences can occur in the accounts of bodies with related transactions. In the absence of more reliable agreements, the Commission and its auditors have developed arrangements to enable the identification of material differences through the audit process.

Improving the timeliness and quality of accounts: addressing the underlying issues

- 25 The inability to produce good-quality accounts promptly at the financial year end reflects badly on a body's financial monitoring, reporting and forecasting arrangements. It remains the case that too many bodies see the production of the accounts as a technical year end exercise, undertaken by the finance department and divorced from internal financial management reporting through the year. This can also lead to monthly management reports that give a false picture of the body's financial position as they are not prepared on the same basis as the statutory accounts.

- 26 In the Commission's view, aligning in-year financial reporting to managers and those charged with governance and external stakeholders with year end financial reporting, on the basis of 'one version of the truth', will provide two key benefits. Firstly, members will be able to make more informed financial decisions based on accurate, accruals-based financial information. Secondly, the re-engineering of the accounts preparation process that is required to enable in-year, accruals-based financial reporting, including the regular reconciliations of balances and reviews of control accounts, would remove many of the time consuming processes that many bodies still only undertake at the year end. As a result, the production of the annual accounts would become an extension of the normal monthly process.
- 27 For that reason, the Commission is pleased to be working with CIPFA to develop an approach to rolling financial forecasting, which will include the integration of the processes for financial reporting with those for in-year financial monitoring and management. We are also working with the DCLG and the Department of Health to develop approaches for the preparation of interim accounts.
- 28 It is also our intention to publish a paper for audited bodies, setting out what auditors will expect from them prior to the commencement of the audit of the final accounts. This will clarify the expectation that the draft accounts will have been rigorously reviewed at a senior level for misstatement and compliance with proper practice and guidance, and are fully supported by comprehensive working papers.

Improving accountability

- 29 Local authorities in the United Kingdom are required to keep their accounts in accordance with 'proper practices'. This is defined, for the purposes of local government legislation, as meaning compliance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom – a Statement of Recommended Practice (the SORP). A number of changes to the SORP have been made in recent years to ensure greater compliance with UK Generally Accepted Accounting Practice (UK GAAP). We welcome these improvements in local government reporting, as we believe a precondition of proper accountability for the stewardship and use of public money is proper accounting in accordance with UK GAAP.
- 30 We continue to be concerned, however, about the complexity and length of local authority accounts, which contain a great deal of detail, much of which would not be understood by the lay or general purpose reader. We believe that, while there is clearly a

need to prepare full accounts in accordance with statutory requirements to meet the needs of regulators and informed stakeholders, there is a need to develop simplified, summarised statements that are more accessible to a wider audience of lay and general purpose readers. Many NHS bodies already use summary financial statements, the minimum requirements for which are established by the Department of Health through the manuals for accounts, in their annual reports and some local authorities have begun to do so. We will develop proposals for discussion with CIPFA and other key stakeholders relating to the production of summary financial statements by local authorities that will sit alongside the more detailed statutory accounts.

- 31 In a related development, in January 2006, the Accounting Standards Board (ASB) issued a Reporting Statement on the Operating and Financial Review (OFR). An OFR is defined as ‘a narrative explanation, provided in or accompanying the annual report, of the main trends and factors underlying the development, performance and position of an entity during the financial year covered by the financial statements, and those which are likely to affect the entity’s future development, performance and position.’
- 32 NHS bodies are required to comply with this guidance in producing the management commentary which is included in the mandatory annual report which accompanies the financial statements. There is currently no requirement for local authorities to produce an annual report, although a number of bodies do prepare a report on a voluntary basis. The annual reports that are produced differ in terms of content and quality.
- 33 We believe that annual reports are an essential element in the process of accountability to stakeholders for the stewardship and use of public money. As far as we are aware, local government bodies are the only significant economic entities that are not required to produce an annual report. Given the special accountabilities that attach to the stewardship and use of public money raised by compulsory levy, we think this is a strange omission in the accountability framework for local government.
- 34 CIPFA has recently issued a discussion paper to promote debate on how narrative reporting may best be improved.¹ We intend to work with CIPFA and others to help develop requirements for local authorities to produce annual reports which comply with best practice guidance for production of an OFR as issued by the ASB.

¹ *Public Benefit OFRs*, CIPFA and RSM Robson Rhodes, 2006.

4

Audit opinions and public reporting

Audit opinions

- 35 Where auditors decide that a body's annual accounts do not provide a true and fair view of, or in the case of local government do not present fairly, its financial performance they give a qualified opinion on those accounts. In health, auditors did not qualify their opinions at any SHAs, PCTs or NHS trusts in 2004/05, as was the case in 2003/04. In local government, auditors qualified their opinions at 8 authorities (11 in 2003/04), representing 2 per cent of all local government bodies.
- 36 In health, auditors of SHAs and PCTs also give a 'regularity opinion', which confirms that money has been spent in accordance with the intentions of Parliament. In 2004/05, auditors qualified their regularity opinions at 1 SHA and 92 PCTs (30 per cent) compared with 53 PCTs (17 per cent) in 2003/04. These qualifications arose because of 91 breaches of resource limits and 6 instances of other irregular expenditure (5 of these accounts were qualified both for resource limit breaches and for incurring other irregular expenditure), including 5 which occurred because of problems with the governance arrangements of a partnership entered into under the Health Act 1999 between NHS bodies and local authorities.

Public reporting

- 37 Where auditors take the view that issues need to be made public and dealt with immediately rather than waiting for the conclusion of the audit they may issue a public interest report under section 8 of the Audit Commission Act 1998. Auditors issued public interest reports in respect of 25 health bodies (4 in the previous year), all in respect of financial standing, and 3 local authorities (5 in the previous year) (**Table 2**).

Table 2
Public interest reports (previous year's figures in brackets)

NHS bodies	Local government
Number	
25 (4) all in respect of financial standing	3 (5)
Issues	
Hampshire and Isle of Wight SHA	Development contract arrangements (Wirral Metropolitan Borough Council)
Thames Valley SHA	
Surrey and Sussex SHA	
Royal West Sussex NHS Trust	Governance arrangements [2] (Corby Borough Council and Manchester City Council)
South Tees Hospitals NHS Trust	
Weston Area Health NHS Trust	
Shrewsbury and Telford Hospitals NHS Trust	
Southampton University Hospitals NHS Trust	
Royal Wolverhampton Hospital NHS Trust	
Scarborough and North East Yorkshire NHS Trust	
Trafford Healthcare NHS Trust	
Queen Elizabeth Hospital NHS Trust	
Maidstone and Tunbridge Wells NHS Trust	
North Tees and Hartlepool NHS Trust	
North Somerset PCT	
Kennet and North Wiltshire PCT	
New Forest PCT	
West Wiltshire PCT	
Hounslow PCT	
Selby and York PCT	
Hillingdon PCT	
Cambridge City and South Cambridgeshire PCTs	
Cheshire West PCT	
East Suffolk PCTs (covers Central Suffolk PCT, Ipswich PCT and Suffolk Coastal PCT)	
Suffolk West PCT	

- 38 Auditors of local authorities can also make recommendations under section 11 of the Act, which require a public response from the audited body. In 2005, auditors made recommendations requiring a public response to two councils (7 in 2004) (**Table 3**).

Table 3

Recommendations requiring a public response

Issue	Authority
Severance payments	Portsmouth City Council
Project management	North East Lincolnshire Borough Council

Source: Audit Commission

- 39 In health, section 19 of the Act requires the auditor to refer matters to the Secretary of State if the auditor has reason to believe that an organisation has made a decision that involves, or may involve, unlawful expenditure. In 2005, auditors made the following referrals to the Secretary of State (**Box A**).

Box A

Referrals to the Secretary of State for Health

Qualifications of the regularity opinion (as considered above) on the basis of resource limit breaches constitute Section 19 referrals to the Secretary of State. There were 92 referrals corresponding to the qualified regularity opinions in respect of 92 revenue and capital resource limit breaches in 2004/05.

Four referrals have been made in respect of likely resource limit breaches by PCTs. These PCTs have also been issued with public interest reports.

Four referrals were issued in respect of actual or likely future breaches of the statutory duty to break even at three separate NHS trusts. Two of these trusts were also issued with public interest reports.

One referral was issued in respect of potentially unlawful expenditure at a SHA.

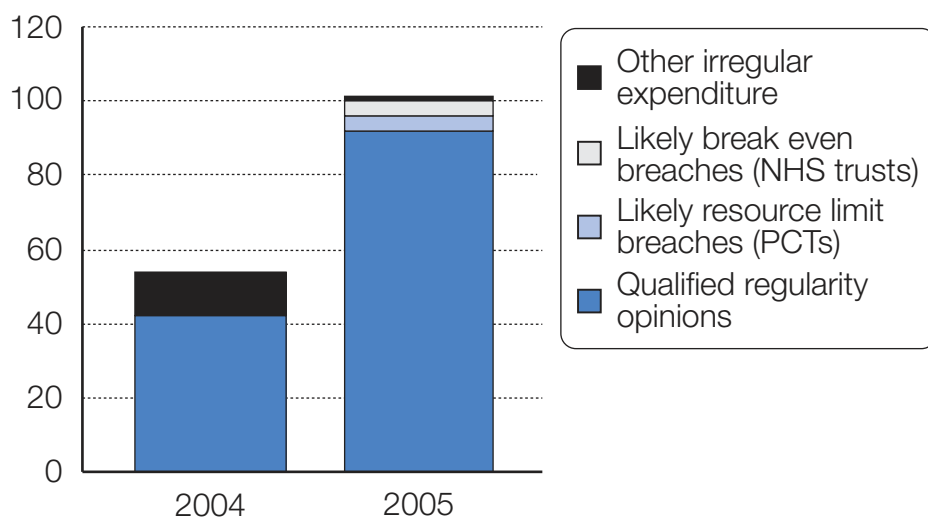
Source: Audit Commission

- 40 The total of 101 referrals to the Secretary of State in 2005 compares with 54 in 2004 (Figure 5).

Figure 5

Number of referrals to the Secretary of State for Health

The number of referrals to the Secretary of State increased from 54 in 2004 to 101 in 2005.



Source: Audit Commission

5

Corporate governance arrangements

- 41 Robust governance arrangements, including effective systems of internal control and risk management, underpin an organisation's ability to deliver its strategic objectives.

Audit committees

- 42 An effective audit committee is a key element of good corporate governance, playing an essential role in raising the profile of financial reporting, and internal control and risk management issues in the organisation, as well as providing a forum for the consideration of the work of internal and external audit. The core functions of an effective audit committee encompass:
- considering the effectiveness of risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
 - seeking assurances that action is being taken on risk-related issues identified by auditors and inspectors;
 - being satisfied that the assurance statements, including the statement on internal control (SIC), properly reflect the risk environment and any actions required to improve it;
 - approving, but not directing, internal audit's strategy and plan and monitoring performance;
 - reviewing reports from internal and external audit and other external inspection agencies and seeking assurance that action has been taken where necessary;
 - receiving an annual report from the head of internal audit;
 - ensuring that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted; and
 - reviewing the financial statements and the external auditor's opinion and reports to members, and monitoring management action in response to the issues raised.
- 43 All NHS bodies have been required to have an audit committee for a number of years. However, in their public interest reports, auditors have highlighted failures in corporate governance that point to a lack of effectiveness by audit committees and the need to enhance the financial literacy of non-executive directors. The Commission welcomes the

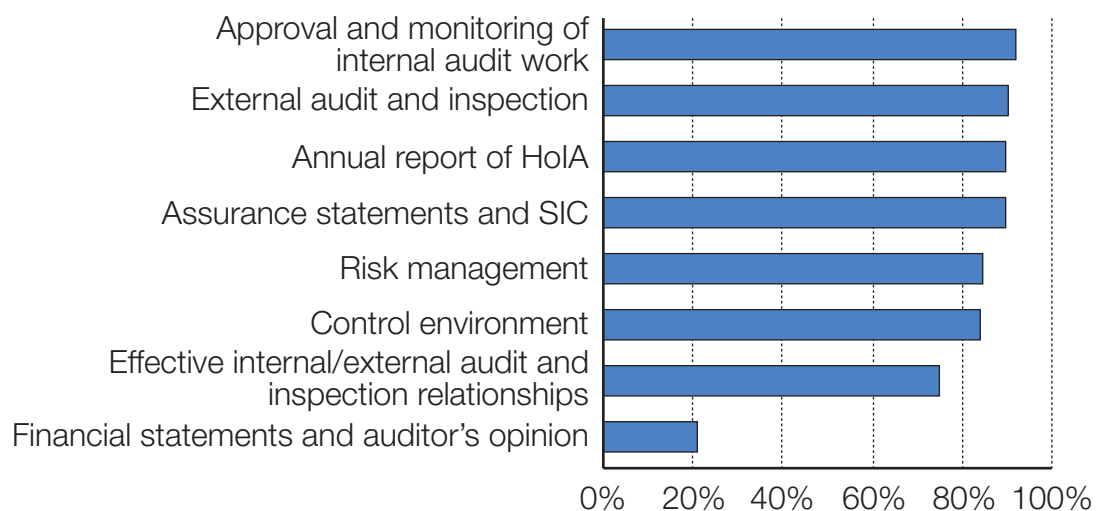
publication of the revised NHS Audit Committee Handbook (October 2005), which will help NHS bodies to review and, where appropriate, improve the effectiveness of their audit committees.

- 44 In local government, the Commission welcomes the progress that has been made. A growing number of authorities have now established audit committees and the majority of the remainder have at least made arrangements for undertaking the core functions of an audit committee. However, in many cases these functions are being undertaken either by a committee or panel which also has other functions or by more than one committee. In the Commission's view, such arrangements are not as effective as having a dedicated audit committee, which can bring a clearer focus on the broad range of inter-related governance issues. Given the issues we have raised earlier in this report regarding financial reporting, of particular concern is that only 99 local authorities (21 per cent) have identified a specific committee with responsibility for reviewing the financial statements and the external auditor's opinion and reports to members, and monitoring management action in response to the issues raised. Auditors also report that 116 local authorities (25 per cent) do not effectively manage the relationship between internal and external audit (**Figure 6**).

Figure 6

Authorities carrying out the functions of an audit committee

The majority of local government bodies undertake the core functions of an audit committee.



Source: Audit Commission

- 45 The Commission supports CIPFA's approach to audit committees, as set out in its December 2005 publication *Audit Committees: Guidance for Local Authorities*, and has reflected this in the criteria for use of resources assessments. In the coming year, auditors will use their use of resources work at local authorities to help them develop more effective audit committees.

Statements on internal control

- 46 The SIC is the key governance statement demonstrating how a public body is seeking to comply with the highest standards of good governance. It provides an opportunity for an organisation not only to provide an explicit statement that it had internal control and risk management arrangements in place throughout the reporting period, but also to identify the actions it is taking to address any weaknesses it has identified or to ensure that its arrangements remain fit for purpose. As such, the production of the SIC should not be seen as a year end exercise, but as an end of term report that is derived from the organisation's assurance framework that operates throughout the year.
- 47 Equally, in the Commission's view, the SIC is a positive and open statement on how an organisation is managing its governance arrangements. Disclosures of non-compliance should not be seen as negative issues but as an opportunity for the organisation to demonstrate its commitment to good governance by clearly stating the action it intends to take to address any instances of non-compliance.
- 48 NHS bodies have been required to provide a SIC as part of the annual accounts since 2001/02. In 2005, 549 bodies (93 per cent) complied with the requirement to have the necessary risk management and control processes, including assurance frameworks, in place throughout the entire financial year. Significant internal control issues were identified at 153 NHS bodies (26 per cent), focusing on financial balance and the need to further develop assurance frameworks.
- 49 By contrast, 2003/04 was the first year in which local authorities were required to prepare a SIC. In that year, nearly all authorities prepared a SIC that complied with proper practices established by CIPFA. Although in the first year authorities had the option of producing an interim statement under transitional arrangements, 232 authorities (59 per cent) were able to produce a full SIC.
- 50 For 2004/05, the large majority of local authorities made good progress towards CIPFA's full SIC disclosure requirements. However, only 66 authorities (14 per cent) disclosed that

this was their first year of full compliance and, where appropriate, that full compliance with proper practice was not in place for the whole year, indicating that a number of authorities had not recognised the need for the SIC to reflect the entire financial year. Auditors will continue to monitor disclosures made by local authorities in their SICs to ensure that areas of non-compliance are appropriately identified.

- 51 Three hundred and fifteen local authorities (67 per cent) disclosed significant internal control issues in their SICs, with many focusing on their risk management and corporate governance arrangements. However, auditors at a number of the remaining 153 authorities (33 per cent) expressed concern that no such disclosures had been made, despite the auditor being aware of significant governance issues, including risk management and financial performance.

- 52 The production of the SIC should be underpinned by a robust assurance framework that provides a flow of information up to members to enable them to conclude on the effectiveness of the internal control environment and to identify disclosable non-compliance issues. Management provides the main source of that assurance, although information should be drawn from all available sources. A key element of assurance is the head of internal audit's annual report, which should incorporate an opinion on the overall adequacy and effectiveness of the internal control environment and identify any issues of significance for the SIC.

- 53 For 2004/05, auditors report that the majority of local authorities received an annual report from the head of internal audit. At 43 authorities (9 per cent) however, the head of internal audit did not issue an opinion on the overall adequacy and effectiveness of the internal control environment, although in some instances this reflected local arrangements whereby internal audit provided input to the SIC process by other means. However, there remains a number of cases where the SIC is not appropriately supported by a head of internal audit opinion and, as a consequence, issues relating to the effectiveness of the internal control environment may not have been appropriately disclosed.

- 54 Auditors will continue to review the SIC through their use of resources assessments and as part of their work on the accounts and will comment on the adequacy of the arrangements authorities have in place to provide an assurance framework. Additionally, the Commission is participating in the revision of CIPFA/SOLACE's publication: *Corporate Governance in Local Government: A Keystone for Community Governance*, with a view to providing more guidance to authorities on the development of a sound assurance framework to support the publication of the annual SIC and how it can be integrated in the wider governance statement required by that framework.

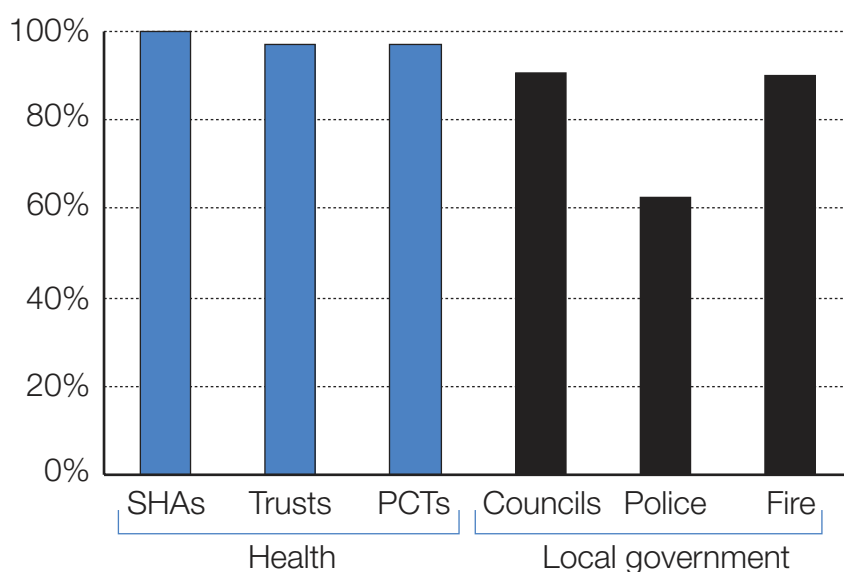
Risk management

- 55 The identification and management of risks is a key factor in an organisation’s ability to achieve its strategic objectives. Public sector bodies face a wide range of risks, arising from both national and local issues. Organisations need to identify those risks that are most significant to their overall performance and manage those risks effectively.
- 56 In the NHS, auditors report that 578 bodies (98 per cent) have procedures in place to identify and document the principal risks threatening the achievement of their key objectives compared with 558 (93 per cent) in 2003/04. By comparison, 414 local government bodies (88 per cent) have identified their key risks compared with 71 per cent in 2003/04. An analysis by type of body indicates that, while 394 councils and fire authorities (90 per cent) have identified their key risks, only 20 police authorities (63 per cent) have done so (**Figure 7**).

Figure 7

Bodies that have procedures in place to identify and document the principal risks threatening the achievement of their key objectives

Police authorities have been less effective at identifying their key business risks compared to other bodies.



Source: Audit Commission

- 57 Through their use of resources assessments, auditors will continue to help bodies to identify weaknesses in their risk management arrangements and to develop arrangements to address those weaknesses.

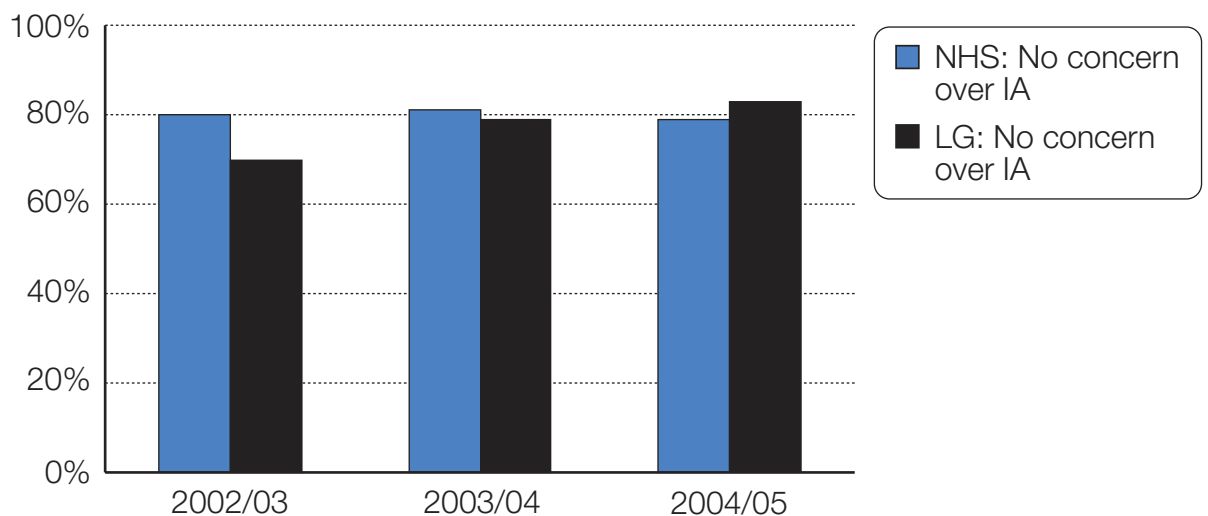
Internal audit

- 58 An effective internal audit function is an essential element of good governance. The role of internal audit has become broader with the development of the SIC and internal auditors now comment on the effectiveness of risk management and internal control systems across the entire organisation.
- 59 In 2004/05, auditors reported that they had no concerns about the scope, coverage or quality of internal audit at 464 NHS bodies (79 per cent) and 421 local government bodies (83 per cent). This represents a position of little change in health since 2002/03, but an improvement in local government over the same period (**Figure 8**).

Figure 8

The level of reported concerns regarding the scope, coverage and quality of internal audit work

The level of reported concerns in local government has fallen in the last three years.



Source: Audit Commission

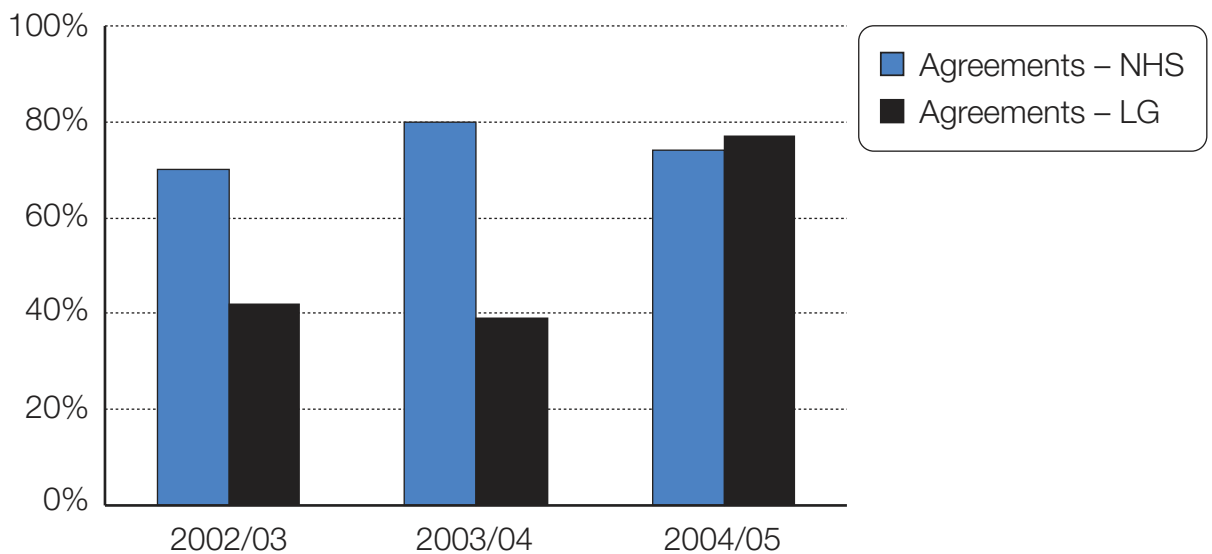
- 60 Where auditors have expressed concern, those concerns have, in both health and local government, been focused on the timeliness, coverage, quality and adequacy of internal audit work. In many instances, these concerns reflect the reliance that external auditors seek to place on the work of internal audit when undertaking their audit of the accounts. Delays in the completion of that work, or limited or poor quality coverage, may require external auditors to undertake additional work, which may not represent the best use of resources.
- 61 Audited bodies have a responsibility, usually performed by an audit committee, to ensure that they have in place an internal audit function that meets the requirements of the relevant internal audit standards, that there are effective relationships between external and internal audit, and that the value of the audit process is actively promoted. In meeting this responsibility, audited bodies should:
- ensure that internal audit has appropriate resources to enable it to develop a plan that meets internal auditing standards, including the production of a head of internal audit opinion on the adequacy and effectiveness of the internal control environment;
 - monitor internal audit performance against the agreed plan to ensure that work is completed to an agreed and appropriate standard to an agreed timetable;
 - ensure that internal and external audit plans are coordinated to maximise the benefit from the resources available; and
 - consider how, where external auditors express concern that they are unable to rely on internal audit's work for the purposes of their audit of the final accounts, the additional assurances required can best be obtained. This may be by requiring either internal or external audit to undertake additional work. There may be cases, however, where, with the agreement of the auditor, the necessary assurance may be obtained by work elsewhere in the audited body. For example, where key financial systems have not been documented, management may be better placed to undertake this task, with some audit input, rather than expecting this work to be undertaken in full by internal or external audit.
- 62 Auditors will continue to work with audited bodies to identify how overall audit resources can best be utilised for the benefit of the organisation and will use their use of resources assessments to help bodies improve their internal control arrangements.

Partnerships

- 63 Health and local government bodies continue to increase their use of partnership working with a range of partners, to deliver modern, integrated services. In many instances, health and local government bodies are working together through such arrangements. Comprehensive partnership agreements form the basis for better governance and management of risks in partnerships. In health, auditors reported that 26 per cent of PCTs involved in partnership arrangements did not have a comprehensive, signed partnership agreement in place throughout the financial year, representing a slight deterioration from the 20 per cent reported in 2003/04.
- 64 For 2004/05, the picture in local government is similar, with auditors reporting that 117 local authorities (23 per cent) had no agreements in place for any of their partnerships, with only 154 (30 per cent) having agreements in place for most or all of their partnerships. However, this still represents a significant improvement compared with 194 (61 per cent) in 2003/04 and 197 (58 per cent) in 2002/03 (Figure 9).

Figure 9
Partnership agreements

There has been a significant improvement in the number of local authorities which have agreements in place for any of their partnerships.



Source: Audit Commission

- 65 Where auditors have reported problems with the governance arrangements of partnerships, these most commonly include:
- deficiencies in budgetary controls, resulting in overspends;
 - inadequate performance monitoring arrangements; and
 - lack of financial monitoring and reporting by the host organisation.
- 66 The Audit Commission published *Governing Partnerships: Bridging the Accountability Gap* in November 2005 which addresses issues relating to governance of partnerships and considers how this can be improved. Auditors will continue to monitor the performance of partnerships having regard to this best practice guidance and will consider audited bodies' arrangements in this area through their use of resources assessments.

6

Certification of claims and returns

- 67** Each year, auditors certify a wide range of claims and returns to provide assurance to government departments and other agencies that the grants and subsidies they have made available to audited and inspected bodies have been claimed in accordance with the terms and conditions attached to schemes. Auditors certify claims and returns in accordance with arrangements made by the Commission under section 28 of the Audit Commission Act 1998. Auditors have reported certifying 6,507 claims and returns for 2004/05 with a total value of £42.6 billion.
- 68** From 2004, the Commission implemented new arrangements for certifying claims and returns as part of our commitment to strategic regulation. 2004/05 was the second year of the new risk-based, more proportionate approach. Under this new approach, claims and returns below £50,000 are not subject to auditor certification, claims and returns up to £100,000 are subject to limited procedures, and claims and returns over £100,000 may be subject to limited procedures if the auditor decides, for a particular claim or return, that reliance can be placed on the control environment for its preparation. Additionally, the Commission will also refuse to make certification arrangements where, in our view, grant paying departments are able to obtain the assurance they require by other means.
- 69** Prior to the introduction of the new arrangements on 1 April 2004, the number of government grant schemes requiring auditor certification had been steadily increasing – from 133 in 2001/02, to 166 in 2002/03 and 191 in 2003/04. Since then it has steadily reduced – to 154 in 2004/05, 82 in 2005/06 and 67 in 2006/07. Some of this reduction relates to the transfer of our functions in Wales to the new Wales Audit Office, as 50 of the claims included in the figures for years prior to 2005/06 relate to grants to Welsh authorities.
- 70** The Commission's new approach has resulted in a 52 per cent reduction in the number of schemes requiring auditor certification, excluding those relating to Wales, and an associated 20 per cent reduction in the Commission's income from this activity. In 2003/04 audited bodies were paying the Commission £33.4 million in fees for certifying grant claims, of which £2.5 million related to Wales; this year the figure in England has reduced to £25.5 million, delivering a key element of our commitment to strategic regulation.

71 Where auditors are not satisfied that claims or returns are fairly stated and/or that grant conditions have been met, they may agree adjustments with the authority. Where this is not possible, they issue a qualification letter to the grant-paying body, setting out the basis of any disagreement or uncertainty. For claims and returns for 2004/05, auditors issued 1,852 qualification letters and agreed increases to claims and returns totalling £34.9 million and decreases totalling £73.4 million. The Commission is concerned that almost 30 per cent of all claims are qualified by auditors and by the level of adjustments. Given that each claim must be certified by the chief financial officer before being submitted to the auditor, this level of error reflects an inadequate level of management review. There is an urgent need for chief financial officers to improve the level and rigour of their review of claim forms before they sign them and submit them for audit.

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Originator: Neil Hunter
Tel: 74214

Report of the Director of Corporate Services

Corporate Governance and Audit Committee

Date: 29 November 2006

Subject: The Half Year Internal Audit Report 2006-2007

Electoral Wards Affected:
None Specifically

Specific Implications For:

Equality and Diversity

Community Cohesions

Narrowing the Gap

Executive Summary

The Comprehensive Performance Assessment Auditor's Scored Judgment identifies the formal reporting of Internal Audit to Members as 'good' practice. The Accounts and Audit Regulations 2003 require internal audit to be conducted in accordance with proper practice. The Office of the Deputy Prime Minister (now DCLG) defines proper practices as those contained in the Code of Practice for Internal Audit in Local Government in the UK. This Code similarly requires internal audit to report formally to members.

The Half Year Internal Audit Report for 2006/2007 is therefore attached for members to receive.

1.0 Purpose Of This Report

1.1 This report brings to the attention of the Corporate Governance and Audit Committee those issues raised by Internal Audit in the half year annual report for 2006/2007.

2.0 Main Issues

2.1 There are a number of issues that are addressed in the annual report, all of which are in accordance with the Code of Practice. The following summarises the issues addressed by the report:

- An opinion on the internal control environment (based on the work done by Internal Audit during the year to date);
- Significant issues arising during the year;
- The performance of Internal Audit;

3.0 Implications For Council Policy and Governance

3.1 The terms of reference of the Corporate Governance and Audit Committee require the committee to consider the Council's arrangements relating to its internal audit arrangements including monitoring the performance of internal audit. The terms of reference also require the Committee to consider and determine the Councils arrangements relating to accounts including (a) the approval of the statement of accounts and any material amendment of the accounts (b) the approval of the Statement on Internal Control.

4.0 Legal and Resource Implications

4.1 None.

5.0 Recommendations

5.1 That Corporate Governance and Audit Committee receives the Half Year Internal Audit Report 2006/2007.

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Section

1. INTRODUCTION

2. SIGNIFICANT ISSUES ARISING

3. KEY MESSAGES

4. AUDIT PERFORMANCE

Section 1

INTRODUCTION

The Half Year Reporting Process

On behalf of the Director of Corporate Services, Internal Audit review, appraise and report on the efficiency, effectiveness and economy of financial and other management controls. This report is the culmination of the work during the first six months of the year and summarises the significant issues during the period

The Corporate Governance and Audit Committee ('the Committee') has responsibility for reviewing the adequacy of the Council's Corporate Governance arrangements, including internal control and formally approving the Statement on Internal Control (SIC) which is incorporated within the Corporate Governance Statement published alongside the authority's financial statements. Reports issued by Internal Audit are a key source of assurance which provide the Committee with evidence that the internal control environment is operating as intended. The Annual and Half Year reports issued by Internal Audit to the Committee summarise the key findings of Internal Audit for the period. By reviewing, challenging and monitoring such reports the Committee itself is demonstrating sound governance arrangements and enables it to take appropriate action if needed. It should be noted that Internal Audit will also issue interim reports to the Committee if any significant matters arise which by virtue of their size or nature would warrant immediate attention.

As part of the routine Internal Audit reporting process, recommendations are made to Directors if it is felt the Internal Control Framework could be improved. In most cases the recommendations are accepted and the system of control updated. For the period April 2006 to September 2006 there are no audit issues upon which the Committee needs to take direct action. However, it should be noted that work has only just commenced on the key financial systems of the Authority and any material issues arising from these will be included in the Annual Report.

From the work undertaken and samples selected during the year to date, Internal Audit has reached the opinion that key systems are operating soundly and that there are no fundamental breakdown of controls resulting in material discrepancy. Satisfactory arrangements were implemented to ensure the effective, efficient and economic operation of the Council's financial affairs. However, no system of control can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance. This statement is intended to provide reasonable assurance.

Section 2

SIGNIFICANT ISSUES ARISING April 2006-September 2006

The following section provides a summary of the more significant issues that have been identified and reported during the period. This is by exception only.

HOUSING BENEFITS FRAUD

In April 2006, Internal Audit was advised of concerns in relation to manual Housing Benefit payments made by the HB Control team. The resulting investigation identified that a senior officer within the Housing Benefit Control team had completed fraudulent Housing Benefit cheques to the value of £121K between September 2004 and March 2006. Whilst controls were in place which should have prevented the fraud, in practice checks were not being performed by key staff, in some cases due to the manager being able to manipulate and intimidate key staff involved in the process. A report highlighting the system control failures and further recommended improvements has been issued to the service.

The senior officer resigned his employment with the Council in April and has since made a number of repayments in respect of the defrauded sum. These repayments, together with the value of the ex-employee's pension fund, has resulted in the Council securing the recovery of the full value of the identified fraud.

SUPPORTING PEOPLE

It was reported in the 2005-06 Annual Audit Report that the Supporting People service was experiencing budgetary pressures. The programme has a target breakeven position of March 2008 to be achieved by savings on new contracts but there were no certainties that these savings could be achieved. Probability analysis undertaken by the Supporting People team suggested that the service is unlikely to achieve the required savings, leaving the Council with a deficit that, as administering authority, it would be responsible for. Towards the end of the financial year a programme of competitive procurement was developed which targets resources to the higher value contracts where there is the potential for the greatest efficiency savings.

To ensure that Value for Money is demonstrated, the Department has given assurances that each of the contracts will be subject to a robust criteria based options appraisal. Internal Audit is currently reviewing the effectiveness and impact

of these option appraisals, and also reviewing financial working papers to provide evidence that the ongoing cost of the service can be met by grant support.

It should be noted that guidance from the ODPM (now DCLG) requires that the Chief Internal Auditor (Head of Audit at Leeds) of the Administering Authority must certify that the entries on the statement of grant usage for 2006-07 are fairly stated in accordance with the grant terms and conditions. This will necessitate a full review of the control environment and detailed substantive testing of the claim by Internal Audit.

LEEDS SWIMMING & DIVING CENTRE

A recent interim audit of this high profile scheme has been completed. The latest Project Board reports indicates a significant overspend. At this stage there has been no formal report to Executive Board outlining the assessment of projected overspends and consequently no approval to spend has been given. Financial Procedure Rules state that when the cumulative value of variations to a scheme exceeds £100K Executive Board must give approval. The scheme's completion date has also slipped from December 2006 to July 2007. The scheme is being partly funded by Sport England and one of the conditions is that the scheme will be completed by the end of December 2006. The Sponsoring Director has indicated that verbal assurances have been received from Sport England that this delay will not result in a reduction of grant however there is no written confirmation to evidence this approval.

DELIVERING SUCCESSFUL CHANGE

Included in the 2005-06 Annual Internal Audit Report was an update on progress on the outcomes of the audit of the Carriageworks Theatre project. The corporate project methodology has been acknowledged as the guidance that will consider the issues raised in the audit report and, once communicated, will be used for projects of this type in the future. At this stage this guidance has not been issued which increases the risk of projects across the Council not being managed effectively, although it is currently being piloted within several departments. However, assurances have been given that the guidance will be available imminently.

ALMOs

Internal Audit has secured a further contract to provide an internal audit service for Leeds North West Homes in addition to the existing contracts with Leeds North East Homes and Leeds West Homes. As previously reported, no internal audit service is being provided to the remaining ALMOs. The audit experiences to date would indicate that an internal audit function adds significant cost savings to these key partners of the Council and provides additional assurance to the Strategic Landlord.

The review of the Strategic Landlord function which includes assessing whether sufficient assurance on the performance of the ALMOs is being obtained to manage the Council's risk is currently in progress.

EMERGING ISSUE - DEPARTMENTAL PROCUREMENT PROCEDURES

Recent audits across departments have indicated that Contract Procedure Rules are not always being adhered to. Internal Audit is currently reviewing the extent and impact of this and the findings will be included in the Annual Report.

Section 3

KEY MESSAGES: April 2006 – September 2006

The following section highlights the findings from some key reviews, also focussing on value added and successes for Internal Audit during the period April 2006 to September 2006.

THE GERSHON AGENDA

Internal Audit is committed to the Gershon Agenda and to assisting in the identification of efficiency savings for the Council.

The skills, knowledge and objectivity of the Section along with the Sections reputation for continuing to provide value added work puts Internal Audit in an excellent position to carry out audits that assess the economic, efficiency and effectiveness of services delivered and identify savings of both a cashable and non-cashable nature.

All audits within the annual plan are scoped with awareness of value for money and all auditors have been fully trained on the key features of the Gershon agenda and practical implications when auditing. In addition, a number of specific value for money audits have been built into the audit plan focusing on identifying efficiency savings.

Sundry Debtor Value For Money Review

This review identified significant savings and these have been taken into account in the 2007-08 budget. A report was presented to the Revenues Manager in September 2006 and outlined the key recommendations that needed to be implemented in order to achieve the significant savings identified. In summary these included:

- Policy guidance and KPIs implemented to require all invoices issued within 7 – 28 days of provision of service;
- Reduction in recovery process routes to 42-44 days from existing 65-86 days
- Reduction in number of reminder letters issued
- Revision of Ongoing Recovery policy for benefit overpayment to council tenants

Mobile Phone Value For Money Review

This review identified a number of potential savings and a need to improve controls on the repayment to the Council for private mobile calls. A report was presented to Director of Corporate Services in November 2006. The key recommendations were as follows:

- Implementation of policy guidance and controls regarding collection of private call income;
- Amnesty on previous 12 months private call income with follow up reviews by Internal Audit.

Social Services Policy Review

Work has commenced with respect to this review and will be conducted in three stages:

- Review of business case/financial models behind the revised policies.
- Communication and training.
- Implementation and benefit realisation.

It is expected that this review will identify significant tangible efficiencies.

CORPORATE GOVERNANCE AND THE STATEMENT ON INTERNAL CONTROL

The Statement on Internal Control and Corporate Governance review assessed how the Council demonstrates that sound Corporate Governance, internal control and risk management arrangements are in place. The Council has documented all the sources of assurances and evidence used to support the opinion on governance, internal control and risk management arrangements of the Council in the Leeds Evidence Framework. The Leeds Evidence Framework document demonstrates that the Council has comprehensive governance arrangements in place. Sources of evidence supporting the Framework have been audited and the conclusion is that the Framework provides comprehensive evidence of satisfactory governance, internal control and risk management arrangements being in place within the Council.

The review of the evidence supporting the 2005/06 Corporate Governance Statement concluded that the Statement accurately reflects the internal control environment.

SAVINGS – DUPLICATE PAYMENTS

Internal Audit has reviewed the majority of 2005/06 expenditure for duplicate invoice payments. To date £46,500 has been recovered for the period with a further £10,500 outstanding and being actively pursued. The total amount of duplicate payments recovered to date for all periods is £495k.

SCHOOLS AUDITS – FMSiS

The Financial Management Standard (the Standard) was released to schools as a self-management package in June 2004, and the DfES subsequently determined that it was to be used as an external assessment tool for all high schools. The Standard is intended to help schools in evaluating the quality of their financial management and to aid in training staff to become better financial managers. Following the external assessment a Financial Management Standard Assurance Statement, for signature by the Section 151 Officer, is prepared which summarises the schools achieving the Standard and those with action plans to meet the Standard. Internal Audit and Education Leeds are undertaking the external assessment of Leeds schools as a joint venture, competing with other providers in the market place. The Standard must be met by high schools by March 2007. The DfES are currently considering whether to make the Standard compulsory for all primary schools as well as high schools.

CRAVEN COLLEGE

During the period, Internal Audit has added to the portfolio of external contracts including recently being awarded the contract for the internal audit of Craven College for a period of three years.

FRAUD STRATEGIES

In support of the Council's anti-fraud policy and CPA 2005 requirements, a number of fraud strategies were included in the operational plan for 2006/07. The coverage of the fraud strategies was determined by assessing the materiality of expenditure, risk of fraud and previous experience of fraud in these areas.

Internal Audit has recently produced a Counter Fraud Strategy which sets out the Council's commitment to prevent and detect fraud & corruption. The whistleblowing policy will be re-launched in December together with details of the new whistleblowing e-mail address and freepost address.

Internal Audit will be leading on the completion of the Audit Commission's National Fraud Initiative (NFI) exercise in early 2007.

QUALITY STANDARD

Following the re-accreditation to the ISO 9001:2000 quality standard in Jan 2006, a surveillance visit was undertaken in July 2006 by an independent assessor. The review concluded that the division continued to maintain its management system in line with the requirements of the standard.

CUSTOMER SATISFACTION

Internal Audit continues to add value through its work for the Authority and for other external bodies. This is demonstrated by the Section's performance on Customer Satisfaction Questionnaires (results shown at Section 5) that request feedback from clients on the 'added value' of the audit. The results for April 2006 – September 2006 show 83% of questionnaires returned scored 'good' or 'excellent' for the question 'was the audit constructive and added value overall.'

There has continued to be a significant number of assignments and projects undertaken by Internal Audit during the period which were not specifically included in the 2006/2007 operational plan and were undertaken using the contingency allocation included within the plan. These have come from a number of sources including members' referrals, requests from Departments and also those identified as part of the continual risk review process by Internal Audit. The number of requests for additional work demonstrates the good reputation of Internal Audit across the authority.

CONTINUING PROFESSIONAL DEVELOPMENT

In a rapidly changing environment it is important that all Internal Auditors are kept abreast of the latest audit and accounting methodologies, changes in legislation and best practice as well as changes to the public sector arena so they have the necessary skills and knowledge to perform their role to a high standard. This is done via Continuing Professional Development (CPD) which the Section continues to support and promote. During the period a number of in-house training courses have been provided for all auditors including sampling, CPA scoring, corporate governance and fraud. In addition, CPD events such as CIPFA seminars other professional update events continue to be well attended by Internal Audit staff, often in their own time, as part of their commitment to CPD. Internal auditors are therefore well informed on current developments in the internal audit field and, more widely, those affecting the accountancy profession.

AUDIT PERFORMANCE 2006/07

ENSURING QUALITY

As part of Internal Audit's commitment to ensuring the highest professional standards and to ensure that we are continually improving the quality of work produced, a customer satisfaction questionnaire (CSQ) is issued with every audit report. The questionnaires ask for the auditees opinion on a range of issues and asks for an assessment ranging from 5 (for excellent) to 1 (for poor). The results are based on the percentage of those assessments that are 4 (good) or 5 (excellent). The results of the questionnaires are reported to the Audit Management Team and used to determine areas for improvement and inform the continuing personal development training programme for Internal Audit staff. The results are also benchmarked with other core cities who have adopted the same questionnaire.

It is perhaps worth mentioning that if the target was set at 3 (satisfactory) then all results would score 90% or above and 95% of respondents were satisfied that the audit 'added value'.

Table 1 - Results from Customer Satisfaction Questionnaires - % of Good and Excellent Assessments

Question	Actual 2003/04	Actual 2004/05	Actual 2005/06	Actual 2006/07
Notice	92	85	95	93
Scope	81	87	81	71
Understanding	71	72	67	83
Efficiency	91	98	93	71
Consultation	83	89	90	89
Professional/Objective	98	97	98	89
Accuracy of Draft	78	92	83	78
Opportunity to comment	87	98	93	89
Clarity & Conciseness	88	95	90	89
Recommendations	76	82	74	65
Final Report – Prompt	69	85	86	77
Added Value	74	90	81	83

The general trend continues to be extremely positive. However, these are used as proactively to identify any areas where improvements and training is required

In order to meet the Annual Audit plan, Internal Audit needs to have the right balance of skills – professional, experience based and knowledge based. Internal Audit is a professional discipline and as such it is necessary that all staff should have an appropriate professional qualification or be under training contracts to gain such a professional qualification.

This professional training approach is being actively enhanced by both in house training and individual officers undertaking Continuing Professional Development in their own time. This investment in staff will result in even better audit performance in future years.

RESOURCES

As a result of the changing skills required for auditors, successfully extending the external work portfolio and a number of vacancies Internal Audit has recently undertaken a comprehensive recruitment process. Although some recruitments have been made the process was not successful in filling all vacancies which leaves a significant gap in resources. Internal Audit is attempting to manage the impact of this gap in the short term through strict prioritisation of work and the use of temporary staff.

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Report of the Director of Corporate Services

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Progress Statement: External Audit

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

- 1.1 This report presents to Members a paper that has been produced by the Council's external auditors (KPMG) to show progress against the 2005/6 and the 2006/07 external audit programme. The KPMG paper is attached.

2.0 Background Information

- 2.1 The terms of reference for the Corporate Governance and Audit Committee state that the Committee are charged with carrying out the following function:

"To consider the Council's arrangements relating to external audit requirements including:

- the agreement and review of the nature and the scope of the annual audit plan."

This report contributes to this obligation.

3.0 Main Issues

- 3.1 The attached report from KPMG details progress made against the external audit programme for 2005/6 and 2006/7, as at the 16th November 2006.

4.0 Implications for Council Policy and Governance

- 4.1 Maintaining an overview of the external audit programme supports the Committee in carrying out its overall responsibility to review the adequacy of the Council's corporate governance arrangements.

5.0 Legal And Resource Implications

5.1 There are no legal or resource implications.

7.0 Recommendations

7.1 Members are requested to note the attached report and consider whether further reports on progress against the external audit plan are required.



Infrastructure and Government, Government Services

Leeds City Council
Progress statement as at 16 November 2006 - External
Audit programme 2005/06 and 2006/2007

Report to Audit Committee

29 November 2006

AUDIT

External Audit Progress Statement 2005/06

Work description	Work due by	Comment on progress
Building Capacity	September 06	Work completed. Draft report to be issued to management for comments.
Regeneration	Ongoing	Initial meeting to be held to discuss the focus of work and further meetings will be arranged at strategic points throughout the process.
Identification of non priorities and redistribution of resources	November 06	Work currently underway and draft report to be issued end of November.
Risk Management	February 06	Work completed and final report issued. Report tabled at the June 2006 Audit Committee.
Children and Young peoples Service	Ongoing	Meetings held and outcomes considered for focusing further work in 2006/07.
Gershon and annual efficiency statement	October 06	We are reviewing progress on an ongoing basis. We will deliver our final view as part of the 2006/07 use of resources work
ICT Benefits realisation	November 06	Work currently underway and draft report to be issued end of November.
Statement on Internal Control	30 September 06	Work completed and audit opinion issued.

External Audit Progress Statement 2005/06

Work description	Work due by	Comment on progress
Use of resources judgement	October 05	Completed.
Financial statements	30 September 06	Work completed and audit opinion issued. Tabled at the September 06 Audit Committee.
Best value performance plan and data quality work	31 December 05 and 6 September 05	Completed.
Value for money judgement	October 06	Work completed. This has formed part of our Use of Resources assessment and will be reported to management and the Audit Committee later in the year.

External Audit Progress Statement 2006/07

Work description	Work due by	Comment on progress
Waste Management Strategy	February 07	Meeting arranged and outcomes to be considered for focusing work.
Local Area Agreement	Tbc	Work to commence January 2007
Creation of a Sports Trust	Tbc	Meeting to be held in December and outcomes to be considered for focusing further work.
Children and Young peoples Service	Ongoing	Meetings held and outcomes being considered for focusing terms of reference.
Statement on Internal Control	30 September 07	We are reviewing progress on an ongoing basis and will deliver our final view as part of the audit of financial statements.
Use of resources Judgement	October 06	Completed.
Financial statements	30 September 07	Work on reviewing financial systems has started, the actual financial statements are due to be approved by the Council by 30 June 2007 and require an opinion by 30 September 2007.
Data Quality - Best value performance plan and Best value performance indicators	31 December 06 and 6 September 06	Data quality PI's submitted on time.
Value for Money judgement	October 07	We are reviewing vfm on an ongoing basis and will deliver our final view as part of the Use of Resources work.



Originator: Lucy Stratford

Tel: 39 51632

Report of the Director of Legal and Democratic Services

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Progress Against the Corporate Governance Statement Action Plan

Electoral Wards Affected:

N/A

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

1.1 To update Members on the progress that the Authority has made against the Corporate Governance Statement Action Plan.

2.0 Background Information

2.1 The Committee approved the Corporate Governance Statement for 2006 at its meeting on the 29th June 2006.

2.2 The Corporate Governance Statement is an audited public statement on the adequacy of the Council's Governance arrangements. Part four of the Statement details the programme of improvement for significant control issues. Based on the areas of improvement detailed in this section, and on any incomplete actions from the previous year, officers develop the Corporate Governance Statement Action Plan. This report will present to Members the Action Plan, which is attached at appendix one.

3.0 Main Issues

3.1 The Action Plan is separated into a number of key areas:

- Consultation and Engagement
- Compliance with Laws and Regulations
- Having Clear Responsibilities and Arrangements for Accountability

- Risk Management
- Good Conduct and Behaviour of Officers
- Informed Transparent Decision Making
- Financial Management
- General Awareness and Training

3.2 The Action Plan details who is responsible for each action, what progress has been made against the action and a date for completion.

3.3 Members are referred, therefore, to the Action Plan itself for detail regarding what progress has been made against each action. Members will also note that at item 9 on this agenda is an update report on internal audit which provides more detail regarding the progress made against actions in this area.

4.0 Implications For Council Policy And Governance

4.1 The Corporate Governance Statement is a core element of the Council's corporate governance arrangements. Ensuring that the programme for improvement is implemented will strengthen the Council's Corporate Governance arrangements.

5.0 Legal And Resource Implications

5.1 There are no legal and resource implications.

6.0 Recommendations

6.1 Members are recommended to note the report and the attached Corporate Governance Statement Action Plan.

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Consultation and Engagement	Implementing a database to provide a clear mechanism for coordinating all consultation and engagement activity across the city (Council and partners).	Head of Communications		December 2006
Compliance with laws and regulations	Procedures will be put in place to ensure departments are fully aware of their responsibilities to inform relevant employees / stakeholder of their responsibilities which applicable statutory obligations come into force.	Chief Legal Services Officers	Key officers within Legal Services have been identified as responsible for liaising with Departmental DMTs to ensure this information is relayed.	Completed / Ongoing
Compliance with laws and regulations	Monitoring procedures will be put in place to provide assurance that departments have effectively implemented the changes in legislation and responsibility for changes in legislation has been formally delegated to a responsible Director (Officer) and that this officer is fully aware of their responsibility to monitor compliance with legislation and report any area of non compliance to the MO.	Chief Legal Services Officers	Key officers within Legal Services have been identified as responsible for liaising with Departmental DMTs to ensure this information is relayed.	Completed / Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Having clear responsibilities and arrangements for accountability.	Completion of a policy statement on the ' <i>Governance of council Business Change Programmes and Projects</i> ' setting out the council's commitment to a priority-based 'portfolio management' approach to projects.	Chief Officer (Audit and Risk)	Draft policy statement presented to CMT on 5/9/06. Update report for CGA presented on 27/9/06. Need to consider appropriate body to approve policy (Exec Board?) but will have to be presented along with other elements of DSC.	To be determined
Having clear responsibilities and arrangements for accountability.	Completion of a revised Governance Structure for Managing the council's Business Change Portfolio.	Chief Officer (Audit and Risk)	Progress on this item is linked to that above and to developing the gateway process (see below). Progress on the structures has been limited but is dependent on establishing the gateways. Two away days have been held in to order to establish the gateway process.	To be determined
Having clear responsibilities and arrangements for accountability.	Completion of a ' <i>Leeds Project Gateways Process</i> '	Chief Officer (Audit and Risk)	This has been completed following several workshops and will be included in the PM handbook issued in December.	Dec 2006

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Having clear responsibilities and arrangements for accountability.	Complete revised protocol for the governance of the receipt and publication of audit and inspection reports.	Head of Governance Services	Protocol being consulted on by Corporate Governance Officer Group. Report to CMT Jan 2007 – report to Exec Board for approval Feb 2007.	Feb 2007
Having clear responsibilities and arrangements for accountability	Review governance arrangements for partnerships and develop a governance checklist for use by all partnerships LCC involved with.	Head of Governance Services	Report presented at CMT 05/09/2006	April 2007
Risk Management	Continue to maintain and report on quarterly basis on corporate and departmental risk registers. Corporate register linked to LCC priorities. Reports to go to Corporate Risk Mgt Group and CMT.	Chief Officer (Audit & Risk)	Arrangements in place	Completed / Ongoing
Risk Management	Build risk management into major projects and partnerships.	Chief Officer (Audit & Risk)	Annual report submitted to CGAC 29/6/06. Next update reports for CGAC meetings 31/01/2007 and 25/04/2007. Significant projects reflected in corporate risk register. Detailed risk registers drawn	Completed / Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
			<p>up and maintained for a range of key projects.</p> <p>LCC's key partners (Ed. Leeds, the ALMOs and Connexions) all maintain their own registers and report these into LCC via Council's risk mgt processes.</p> <p>Guide to project risk mgt now forms part of DSC PM handbook.</p>	
Risk Management	Provide risk management training to relevant staff and elected members.	Chief Officer (Audit & Risk)	<p>Annual report submitted to CGAC 29/6/06. .</p> <p>Guide to risk mgt built into induction packs for elected members. Specific training has been provided to all members of CGAC and will be provided to <i>all</i> elected members in Jan 07.</p> <p>Risk mgt training has been provided to a large range of key services across the Authority and ALMOs - this will continue to be provided.</p>	January 2007

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Risk Management	Roll out a Business Continuity Management (BCM) Programme across all Council critical services with relevant corporate arrangements.	Chief Officer (Audit & Risk)	<p>Annual report submitted to CGAC 29/6/06. Next update reports for CGAC meetings 31/01/2007 and 25/04/07.</p> <p>All critical services identified across LCC. Critical services currently being further analysed in preparation for drawing up BC plans.</p> <p>Corporate Business Continuity arrangements have been developed for a range of Business Continuity eventualities, including: industrial action; flu pandemic; and Corporate Contact Centre.</p> <p>Corporate BC Plan in development.</p>	
Good Conduct and Behaviour of Officers	To develop and implement an action plan addressing the recommendations of the internal audit report regarding the current arrangements for officers making declarations of gifts and hospitalities.	Head of HR Strategy Helen Grantham	<ul style="list-style-type: none"> • HR Strategy Group have agreed to a way forward. • Trade Unions have been informed of the need to enforce the arrangements in relation to declarations. • Corporate Services and Chief Executives have 	April 2007 (Reporting back to the Standards Committee)

Corporate Governance Statement Action Plan 2006/7

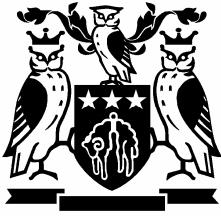
Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
			piloted an electronic method of capturing peoples interests and this is to be rolled out to all officers with e-mail access across the Council. <ul style="list-style-type: none"> • Project Group in place - addressing those without e-mail. 	
Informed, transparent decision making	Introduction of new Democratic Services Information System	Head of Governance Services Andy Hodson	Completed	Completed June 2006
Informed, transparent decision making	Develop a corporate information governance strategy	Head of Information and Knowledge Management Lee Hemsworth	Programme Board for progressing this met Sept 06. Draft to be available by Dec 06	March 2007
Informed, transparent decision making	Undertake information audits within the council using ISO-15489 methodology to inform the development of a corporate document and records management programme	Head of Information and Knowledge Management Lee Hemsworth	Ditto above re Programme Board. Proposed pilot service area within SSD to be agreed shortly. Audit Work to commence Jan 07 in pilot area	On-going June 07 (for pilot)
Informed, transparent decision making	Establish corporate metadata standards (including classification)	Head of Information and Knowledge	Ditto above re Programme Board. Metadata standards to be agreed by December to	Dec. 06

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
		Management Lee Hemsworth	inform technical spec for DIP / EDRMS	
Informed, transparent decision making	Develop and seek agreement to a corporate Business Intelligence strategy that informs service design and delivery and monitors achievement.	Head of Information and Knowledge Management Lee Hemsworth	Development work started through performance management project with CRM and SSD. Council Change Programme likely to accelerate strategy development for BI	Strategy finalised by March 2007
Informed, transparent decision making	Develop and agree proposals for establishment of IKM capacity to fit new Council Structure.	Head of Information and Knowledge Management Lee Hemsworth	Proposals to be developed as part of work on DRM and BI. Pilot projects for each to include recommendations on legacy resource/capacity requirements.	Proposals to be available by March 2007
Financial Management	Implement a risk based approach to supporting the levels of reserves.	Chief Officer (Financial Management)	Work completed, will be incorporated into budget report to Council in February 2007	Completed
Financial Management	Develop a process of service prioritisation that will support the realignment of resources to priorities.	Chief Officer (Financial Management)	Ongoing	Ongoing

Corporate Governance Statement Action Plan 2006/7

Governance Area	Improvement Activity	Responsibility	Progress	Due for Completion
Financial Management	Review of the Council's financial management arrangements.	Chief Officer (Financial Management)	<p>The nature of this work is such that it is really an on going activity, and will not produce a single outcome. It encompasses work under the following headings.</p> <ul style="list-style-type: none"> • Integrity • Financial reporting and accountability • Financial processes • Review of support services 	Various/On going
General Awareness and Training	The Council will undertake a survey to assess Members' and officers' understanding of the Council's governance arrangements	Head of Governance Services	<p>Ethical survey was launched Sept 26th 2006. Officers and Members were given until the end of the first week in November to complete their surveys. The Council received 578 responses and the results are now being analysed by the Audit Commission. The results will be reported to the Standards Committee in December 2006 and an action plan completed by the end of February 2007.</p>	Feb 2007



Report of the Chief Legal Services Officer

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Review of Polling Districts and Places

Electoral wards affected:

Specific implications for:

Equality and Diversity

Community Cohesion

Narrowing the gap

Executive Summary

This Report draws to the attention of the committee the work that has been done to date to carry out a review of polling districts and places and outlines the changing framework for the conduct of such reviews in light of the Electoral Administration Act 2006. It notes that the relevant statutory procedure is not yet in force and will not be until January 2007. Accordingly any changes introduced as a result of the current review would need to be reviewed again in accordance with legislation and the soon to be issued guidance from the Electoral Commission. It may be considered that there is some scope for making changes where there is unopposed support for proposals, but not otherwise. It is recommended that the committee note the content of this report, consider what changes, if any, they would wish to implement immediately, and call for a further report following the issue of the guidance from the Electoral Commission

1.0 Purpose of Report

- 1.1 To draw 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 for the committee to consider what changes to designations, if any, it wishes to implement prior to a full statutory review.

2.0 Background Information

- 2.1 The Council has always had a duty under the provisions of the Representation of the People Act 1983 (the RPA) to keep the designation of polling districts and places within its area under review.
- 2.2 Constitutionally decisions on any changes to the designations following such a review are council functions which stand delegated to the Chief Executive. In the event that the Chief Executive does not, for any reason, feel it is appropriate to exercise such delegated authority then he may refer the matter to the Corporate Governance and Audit Committee.
- 2.3 In 2005 as part of their remit to improve democratic engagement, Scrutiny Board (Thriving Communities) set up a Working Group to consider current arrangements for voting across the city, with a view to improving access and facilities for all electors.
- 2.4 As a result of the findings of the Working Group, Scrutiny Board (Thriving Communities) submitted a report to the Chief Executive recommending that a city wide review of polling districts and polling places be undertaken as soon as possible. The Board themselves put forward some specific suggestions for consideration.
- 2.5 Subsequently a review of polling districts and polling places commenced in August this year. A letter was sent to all potential stakeholders explaining the terms of reference for the review, including a proposed timetable for the receipt of proposals recommending any changes to existing polling district boundaries or polling station designations, and for the conduct of the customary consultations.
- 2.6 Appendix 1 to this Report summarizes the various proposals and the responses to those proposals.
- 2.7 In order for any agreed changes to the designation of polling district boundaries to take effect for the May 2007 local elections they would need to be implemented by 1 December 2006.
- 2.8 However, any proposals for change to the designation of existing arrangements for polling places requiring no boundary changes can be submitted up until the end of February.
- 2.9 Appendix 3 to this report summarizes the total number of proposals submitted in response to the current review and gives the details of those submitting proposals, together with a breakdown of the level of support for the proposed changes, which have been received from those responding to the consultation exercise.

3.0 Legal Background

- 3.1 The Electoral Administration Act 2006 (the Act) has made amendments to the Representation of the People Act 1983 with particular reference to the timing of reviews and the way that the reviews of polling districts and places are conducted. Section 16 of the Act provides that a first full review must be completed before the end of a period of one year starting with the date that section 16 comes into force and every four years thereafter. It is anticipated that section 16 will come into force in January 2007.
- 3.2 The Act has inserted a Schedule A1 into the RPA 1983. That Schedule which is set out at Appendix 2 of this Report sets out how a review is to be conducted. It will be noted that there is a requirement upon the Returning Officer to make representations to the authority. That is a significant departure from previous arrangements.
- 3.3 Guidance is expected from the Electoral Commission prior to January, and the coming into force of section 16 of the Act which will inform the Returning Officer in his preparation of the proposals he is required to make under the Act.

4.0 Implications for council policy and governance

- 4.1 There are no particular issues for council policy and governance.

5.0 Legal and resource implications

- 5.1 There are clearly resources issues in conducting a full statutory review as the process requires the Returning Officer to come forward with proposals for consideration. That is a different approach to previous reviews and to fulfill this new responsibility the Returning Officer will require additional support.

6.0 Conclusions

- 6.1 Any changes to the designation of polling districts and places based on the work done to-date and in advance of the legislative changes and guidance run the risk of being further revised as a result of the subsequent review under the new regime.
- 6.2 Consideration could be given to implementing changes to the current designated polling places where there is unopposed support for such a change subject to confirmation that any premises recommended have appropriate facilities for the conduct of the poll. For the assistance of Members appendix 4 lists those proposals that are unopposed and provides comments as to why the proposed changes are considered more suitable than the existing arrangements that are currently in place.
- 6.3 Where proposals do not meet the criteria set out it may be thought that changes should not be made but that the proposals are formally submitted to the Returning Officer for him to take into account when formulating his proposals under the statutory review.

7.0 Recommendations

The Corporate Governance and Audit Committee are asked to:

- 7.1 note the content of this report

- 7.2 Indicate which, if any, changes to the designation of polling districts and places it would wish to implement with immediate effect
- 7.3 call for a further Report following the issue of Electoral Commission guidance

REF	PROPOSAL FROM	WARD	CONSTITUENCY	SUPPORT	OBJECTION
AL/1	Merge ALC/ALI Thriving Communities	Alwoodley	Leeds North East	2006 Candidate - Labour	North East Leeds Conservatives 2006 Agent - Labour Ward Councillors - Conservatives
AL/2	ALB New Station Thriving Communities	Alwoodley	Leeds North East	2006 Candidate - Labour	North East Leeds Conservatives 2006 Agent - Labour Ward Councillors - Conservatives
AL/3	Merge ALF/ALG NELCA & Councillors	Alwoodley	Leeds North East	None	2006 Candidate - Labour North East Leeds Conservatives 2006 Agent - Labour Ward Councillors - Conservatives Liberal Democrat Group
AR/1	Merge ARA/ARL Thriving Communities	Ardsley & Robin Hood	Morley & Rothwell (& Outwood)	Not Known Consultee	Ward Councillors - Labour
AR/2	Merge ARL/ARA Thriving Communities	Ardsley & Robin Hood	Morley & Rothwell (& Outwood)	None	Ward Councillors - Labour
AR/3	ARK New Station Thriving Communities	Ardsley & Robin Hood	Morley & Rothwell (& Outwood)	Not Known Consultee	Ward Councillors - Labour
AR/4	ARG New Station Councillor	Ardsley & Robin Hood	Morley & Rothwell (& Outwood)	Not Known Consultee Ward Councillor - Labour	None
AM/1	Merge AMI/AMJ Thriving Communities	Armley	Leeds West	None	Ward Councillor - Labour
AM/2	Merge AMK/AML Thriving Communities	Armley	Leeds West	Bramley WMC	Ward Councillor - Labour
AM/3	Merge AMM/AMN Thriving Communities	Armley	Leeds West	None	Ward Councillor - Labour
BH/1	Merge BHA/BHG Thriving Communities	Beeston & Holbeck	Leeds Central	None	Ward Councillors - Labour TRAC (Tenants Association)
BH/2	Merge BHG/BHA Thriving Communities	Beeston & Holbeck	Leeds Central	None	Ward Councillors - Labour TRAC (Tenants Association)
BH/3	Merge BHJ/BHK Thriving Communities	Beeston & Holbeck	Leeds Central	None	Ward Councillors - Labour CIARA (Tenants Association)
BH/4	Merge BHK/BHJ Thriving Communities	Beeston & Holbeck	Leeds Central	None	Ward Councillors - Labour CIARA (Tenants Association)
BH/5	BHD New Station Thriving Communities	Beeston & Holbeck	Leeds Central	None	Cross Flats Residents Ward Councillors - Labour
BH/6	BHE New Station 2006 Candidate - Conservative.	Beeston & Holbeck	Leeds Central	2006 Candidate - Conservative	Ward Councillors - Labour Packwood Residents

BH/7	BHI New Station 2006 Candidate - Conservative.	Beeston & Holbeck	Leeds Central	2006 Candidate - Conservative	Ward Councillors - Labour
BS/1	Merge BSD/BSJ Thriving Communities	Bramley & Stanningley	Leeds West	None	Ward Councillor - Labour
BS/2	BSE New Station Thriving Communities	Bramley & Stanningley	Leeds West	None	Ward Councillor - Labour
BR/1	Merge BRH/BRL Thriving Communities	Burmantofts & Richmond Hill	Leeds Central	None	2006 Candidate - Labour Alderman Ward Councillors - Liberal Democratss
BR/2	Merge BRL/BRH Thriving Communities	Burmantofts & Richmond Hill	Leeds Central	None	2006 Candidate - Labour Alderman Ward Councillors - Liberal Democratss
BR/3	Merge BRI/BRM & New Station Thriving Communities	Burmantofts & Richmond Hill	Leeds Central	2006 Candidate Lab Ward Councillors - Liberal Democrats	Alderman
BR/4	BRG New Station Thriving Communities	Burmantofts & Richmond Hill	Leeds Central	2006 Candidate Labour Alderman Ward Councillors - Liberal Democrats	None
BR/5	BRI New Station St Vincents	Burmantofts & Richmond Hill	Leeds Central	None	2006 Candidate -Labour Alderman Ward Councillors - Liberal Democrats
BR/6	Merge BRA/BRF Councillors - Lib Dem	Burmantofts & Richmond Hill	Leeds Central Leeds East	2006 Candidate - Labour Alderman Ward Councillors_ Liberal Demorats	None
BR/7	Merge BRB/BRO Councillors - Lib Dem	Burmantofts & Richmond Hill	Leeds Central Leeds East	2006 Candidate - Labour Alderman Ward Councillors - Liberal Democrats	None
BR/8	Merge BRD/BRE Councillors - Lib Dem	Burmantofts & Richmond Hill	Leeds Central Leeds East	2006 Candidate - Labour Alderman Ward Councillors - Liberal Democrats	None
BR/9	Merge BRI/BRM New Station Councillors - Lib Dem	Burmantofts & Richmond Hill	Leeds Central	2006 Candidate - Labour Alderman Ward Councillors - Liberal Democrats	None
CF/1	Merge CFG/CFH Thriving Communities	Calverley & Farsley	Pudsey	Ward Councillors - Conservatives	MP - Labour 2006 Agent - Labour

CF/2	CFH New Station School	Calverley & Farsley	Pudsey	MP - Labour 2006 Agent - Labour	None
CF/3	Boundary CFD/ CFE/CFI Pudsey Labour Gp.	Calverley & Farsley	Pudsey	MP - Labour 2006 Agent - Pudsey Labour Gp.	Conservative Group Ward Councillors - Labour
CA/1	Merge CAA/CAB Thriving Communities	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/2	Merge CAB/CAA Thriving Communities	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/3	Merge CAG/CAK Thriving Communities	Chapel Allerton	Leeds East Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/4	Merge CAK/CAG Thriving Communities	Chapel Allerton	Leeds East Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/5	Merge CAM/CAL Thriving Communities	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/6	CAL New Station Premises	Chapel Allerton	Leeds North East	Leeds North East Conservatives	None
CA/7	Boundary CAD/CAE NELCA & Councillor	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/8	Boundary CAF/CAH NELCA & Councillor	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/9	Boundary CAH/CAJ/ CAL NELCA & Councillor	Chapel Allerton	Leeds North East	Leeds North East Conservatives	Ward Councillors - Labour
CA/10	Merge CAM/CAN NELCA & Councillor	Chapel Allerton	Leeds Central Leeds North West	Leeds North West Conservatives	Ward Councillors - Labour
CA/11	Boundary CAL/CAM/ CAN NELCA & Councillor	Chapel Allerton	Leeds Central Leeds North West	Leeds North West Conservatives	Ward Councillors - Labour
CH/1	Merge CHA/CHE Thriving Communities	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour Cross Flats Residents
CH/2	Merge CHE/CHA Thriving Communities	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour Cross Flats Residents
CH/3	Boundary CHC/CHM ERO	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour
CH/4	Boundary CHD/CHN/ CHO ERO	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour
CH/5	Merge CHH/CHI Thriving Communities	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour

CH/6	Merge CHI/CHH	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour
CH/7	Thriving Communities Merge CHK/CHL	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour
	Thriving Communities				
CH/8	CHL New Station Councillor	City & Hunslet	Leeds Central	Ward Councillors - Labour	Liberal Democrat Group
CH/9	CHB New Station Presiding Officer	City & Hunslet	Leeds Central	Ward Councillors - Labour	None
CH/10	Merge CHA/CHB Councillors	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour Cross Flats Residents
CH/11	Merge CHB/CHA	City & Hunslet	Leeds Central	Liberal Democrat Group	Ward Councillors - Labour Cross Flats Residents
CW/1	Merge CWH/CWM Thriving Communities	Crossgates & Whinmoor	Elmet Leeds East	Leeds Conservatives	Ward Councillors - Labour
CW/2	Merge CWJ/CWK Thriving Communities	Crossgates & Whinmoor	Elmet Leeds East	Leeds Conservatives	Ward Councillors - Labour
CW/3	Merge CWK/CWJ Thriving Communities	Crossgates & Whinmoor	Elmet Leeds East	Leeds Conservatives	Ward Councillors - Labour
CW/4	Merge CWL/CWN Thriving Communities	Crossgates & Whinmoor	Elmet Leeds East	Leeds Conservatives	Ward Councillors - Labour
CW/5	Merge CWN/CWL Thriving Communities	Crossgates & Whinmoor	Elmet Leeds East	Leeds Conservatives	Ward Councillors - Labour
GS/1	Merge GSK/GSL Thriving Communities	Garforth & Swillington	Elmet (& Rothwell)	None	Ward Councillor - Labour Unknown Consultee
GS/2	GSC New Station Councillor	Garforth & Swillington	Elmet (& Rothwell)	Ward Councillor - Labour Unknown Consultee	None
GH/1	Merge GHA/GHB Thriving Communities	Gipton & Hrehills	Leeds East	Liberal Democrat Group	Ward Councillor - Labour
GH/2	Merge GHC/GHD Thriving Communities	Gipton & Hrehills	Leeds East	Alderman	Ward Councillor - Labour Liberal Democrat Group
GH/3	Merge GHH/GHK Thriving Communities	Gipton & Hrehills	Leeds East	Ward Councillor - Liberal Democrat	Ward Councillor - Liberal Democrat Liberal Democrat Group
GH/4A	Boundary GHE	Gipton & Hrehills	Leeds East	Ward Councillor - Liberal Democrat Liberal Democrat Group	None

GH/5	Merge GHA/GHB New Station Councillors	Gipton & Harehills	Leeds East	Ward Councillor - Liberal Democrat Liberal Democrat Group	None
GR/1	Merge GRF/GRI Thriving Communities	Guiseley & Rawdon	Pudsey	Ward Councillors - Conservatives	MP - Labour 2006 Agent - Labour
GR/2	Boundary GRA Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/3	Boundary GRB & New Station Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/4	Boundary GRC Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/5	Boundary GRD Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/6	Boundary GRE Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/7	Boundary GRF Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/8	Boundary GRI Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
GR/9	Boundary GRN/GRK/ GRL/GRM Pudsey Labour Gp.	Guiseley & Rawdon	Pudsey	MP - Labour 2006 Agent - Labour	Ward Councillors - Conservatives
HA/1	Merge HAC/HAG Thriving Communities	Harewood	Elmet (&Rothwell)	Conservative Group	Aberford Parish Council
HO/1	HOF New Station School	Horsforth	Pudsey Leeds North West	Liberal Democrat Group	MP - Labour 2006 Agent - Labour
HO/2	Boundary HOD Pudsey Labour Gp.	Horsforth	Pudsey	MP - Labour 2006 Agent - Labour	Liberal Democrat Group
HO/3	Boundary HOE Pudsey Labour Gp.	Horsforth	Pudsey	MP - Labour 2006 Agent - Labour	Liberal Democrat Group
HO/4	Boundary HOGX Pudsey Labour Gp.	Horsforth	Pudsey	MP - Labour 2006 Agent	Liberal Democrat Group
HO/5	Boundary HOH/HOI/ HOJ Pudsey Labour Gp.	Horsforth	Pudsey	MP - Labour 2006 Agent - Labour	Liberal Democrat Group
HW/1	Merge HWF/HWK Thriving Communities	Hyde Park & Woodhouse	Leeds Central	None	Liberal Democrat Group Councillor - Liberal Democrat

HW/2	Boundary HWA/HWD/ HWI Councillor	Hyde Park & Woodhouse	Leeds Central Leeds North East	Liberal Democrat Group Ward Councillor - Liberal Democrat	None
HW/3	Boundary HWE/HWJ Councillor	Hyde Park & Woodhouse	Leeds Central	Liberal Democrat Group Ward Councillor - Liberal Democrat	None
KM/1	Merge KMA/KMB Thriving Communities	Kippax & Methley	Elmet (& Rothwell)	None	Ward Councillors - Labour
KM/2	Merge KMB/KMA Thriving Communities	Kippax & Methley	Elmet (& Rothwell)	None	Ward Councillors - Labour
KM/3	Merge KMD/KME/ KMI Thriving Communities	Kippax & Methley	Elmet (& Rothwell)	None	Ward Councillors - Labour Ledsham Parish Council
KM/4	Merge KMN/KMO Thriving Communities	Kippax & Methley	Elmet (& Rothwell)	None	Ward Councillors - Labour
KI/1	Boundary & New Polling Station KII Councillor	Kirkstall	Leeds West	Liberal Democrat Group	Ward Councillors - Labour
KI/2	Boundary KIA/KIC Councillor	Kirkstall	Leeds West	Ward Councillors - Labour	Liberal Democrat Group
KI/3	Boundary KIA/KIC/ KIJ Councillor	Kirkstall	Leeds West	Ward Councillors - Labour	Liberal Democrat Group
KI/4	KIB New Station Councillor	Kirkstall	Leeds West	Ward Councillors - Labour	Liberal Democrat Group
KI/5	Boundary KIB/KID Councillor	Kirkstall	Leeds West	Ward Councillors - Labour	Liberal Democrat Group
KI/6	KIF New Station Councillor	Kirkstall	Leeds West	Ward Councillors - Labour	Liberal Democrat Group
KI/7	Merge KIB/KIH Councillor	Kirkstall	Leeds West Leeds North West	Ward Councillors - Labour	Liberal Democrat Group
MI/1	Merge MIA/MIB/MIC Thriving Communities	Middleton Park	Leeds Central	None	2006 Agent - Labour Ward Councillors - Labour
MI/2	Merge MII/MIJ Thriving Communities	Middleton Park	Morley & Rothwell Leeds Central	None	2006 Agent - Labour Ward Councillors - Labour
MI/3	MIL New Station Thriving Communities	Middleton Park	Morley & Rothwell Leeds Central	Ward Councillors - Labour	2006 Agent - Labour
MO/1	Merge MOA/MOD Thriving Communities	Moortown	Leeds North East	None	Liberal Democrat Group North East Leeds Conservatives Unknown Consultee

MO/2	Merge MOB/MOC Thriving Communities	Moortown	Leeds North East	North East Leeds Conservatives	Liberal Democrat Group Unknown Consultee
MN/1	Merge MND/MNI Thriving Communities	Morley North	Morley & Rothwell (& Outwood)	None	Ward Councillor - Labour
MN/2	MNH New Station Thriving Communities	Morley North	Morley & Rothwell (& Outwood)	None	Ward Councillor - Labour
MN/3	MNF New Station Thriving Communities	Morley North	Morley & Rothwell (& Outwood)	None	Ward Councillor - Labour
MN/4	MNG New Station Thriving Communities	Morley North	Morley & Rothwell (& Outwood)	None	Ward Councillor - Labour
MS/1	Merge MSF/MSJ Thriving Communities	Morley South	Morley & Rothwell (& Outwood)	2006 Candidate - M. B. Ind.	2006 Agent -Labour
OY/1	OYH New Station Councillor	Otley & Yeadon	Leeds North West Pudsey	Ward Councillors - Liberal Democrat Liberal Democrat Group	MP - Labour 2006 Agent - Labour
OY/2	OYE New Station ERO	Otley & Yeadon	Leeds North West	Ward Councillors - Liberal Democrat	Ward Councillor - Liberal Democrat
OY/3	OYC New Station ERO	Otley & Yeadon	Leeds North West	Ward Councillors - Liberal Democrat	Ward Councillor - Liberal Democrat
OY/4	Merge OYH/OYI Councillor	Otley & Yeadon	Leeds North West Pudsey	Ward Councillors - Liberal Democrat Liberal Democrat Group	MP - Labour 2006 Agent - Labour
PS/1	Merge PSI/PSJ Thriving Communities	Pudsey	Pudsey Leeds West	Conservative Group	Ward Councillors - Labour MP - Labour 2006 Agent - Labour
PS/2	PSF New Station ERO	Pudsey	Pudsey	ERO	None
RL/1	Merge RLE/RLI Presiding Officer	Rothwell	Morley & Rothwell & (Elmet & Rothwell)	Ward Councillor - Liberal Democrat 2006 Agent - Labour Liberal Democrat Group	None
RO/1	ROA New Station Thriving Communities	Roundhay	Leeds North East	None	North East Leeds Conservatives

RO/2	Boundary ROA/ROB/ ROC NELCA	Roundhay	Leeds North East	Conservative Group North East Leeds Conservatives	None
RO/3	Boundary ROA/ROC NELCA	Roundhay	Leeds North East	North East Leeds Conservatives	None
RO/4	Boundary ROE/ROF NELCA	Roundhay	Leeds North East	North East Leeds Conservatives	None
TN/1	Merge TNH/TNL Thriving Communities	Temple Newsam	Leeds Central	East Leeds Conservatives 2006 Candidate - Conservatives	Ward Councillor - Labour
TN/2	Merge TNI/TNK Thriving Communities	Temple Newsam	Leeds Central	East Leeds Conservatives 2006 Candidate - Conservatives	Ward Councillor - Labour
WE/1	WEC New Station	Weetwood Thriving Communities	Leeds North West	Ward Councillors - Liberal Democrats Liberal Democrat Group	Tinshill Church
WE/2	Boundary WEE/WEH Councillors	Weetwood	Leeds North West	Liberal Democrat Group Ward Councillors - Liberal Democrats	None
WY/1	Merge WYC/WYJ Thriving Communities	Wetherby	Elmet (& Rothwell)	Conservative Group	Wetherby Town Council

SCHEDULE A1
REVIEW OF POLLING DISTRICTS AND POLLING PLACES

- 1 The relevant authority must publish notice of the holding of a review.
- 2 The authority must consult the returning officer for every Parliamentary election held in a constituency which is wholly or partly in its area.
- 3 (1) Every such returning officer must make representations to the authority.
(2) The representations must include information as to the location of polling stations (existing or proposed) within polling places (existing or proposed).
(3) The representations must be published in such manner as is prescribed.
- 4 (1) The authority must seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
(2) Such persons must have an opportunity—
(a) to make representations;
(b) to comment on the returning officer's representations.
- 5 Any elector in a constituency situated in whole or in part in the authority's area may make representations.
- 6 Representations made by any person in connection with a review of polling places may include proposals for specified alternative polling places.
- 7 On completion of a review the authority must—
(a) give reasons for its decisions in the review;
(b) publish such other information as is prescribed.”

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2006 REVIEW OVERVIEW

Total Polling Districts	388	
Polling Districts with No Proposals	237	61%
Polling Districts with One or more Proposals	151	39%

Total Number of Proposals 127

<u>TYPE</u>		<u>FROM</u>	
Mergers	63	Thriving Communities	63
New Polling Station	34	Councillors	26
Boundaries	<u>30</u>	Constituency Offices	25
	127	ERO	5
		Premises	4
		Candidates	2
		Presiding Officers	<u>2</u>
			127

Proposals without Support or Objection	Nil	
Proposals with Support and Objections	81	64%
Proposals with Only Objections	27	21%
Proposals with Only Support	19	15%
Proposal with No Political Sector support	1	
Proposal with only support from One Political Sector	10	
Proposal with only support from Two Political Sectors	8	
Proposal with only support from Three Political Sectors	Nil	

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LEEDS CITY COUNCIL POLLING REVIEW 2006

Details of proposals arising from the autumn consultation for which no “objections” were expressed.

Each such proposal was circulated to all consultees who had requested to be informed, so as to express their views. These consultees included MEP’s, 2006 candidates and agents, constituency parties from the 2005 general election, SCOPE, RNIB, RNID, the Returning Officer, town and parish councils (if any), The Yorkshire Local Councils Association, managers of current polling premises and any person so interested. Ward councillors and MP’s were included automatically in the consultation.

The enclosed are proposals for which no expression of objection were received. The format for each will be as follows:-

- Proposal reference and areas involved (inc. electorate);
- What the proposal is (eg. Merger, change of station, boundaries);
- Where the proposal is from;
- Further details (if any) of the proposal (inc. street allocations where necessary);
- Supporters of the proposal;
- Leeds City Council Officer views and comments on the suitability and feasibility with details of benefits and constraints.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: AR/4
Polling District(s): ARG (ARI)
Ward: Ardsley & Robin Hood
Constituency (2006): Morley & Rothwell
Constituency (next general): Morley & Outwood TBC
Electorate(s): ARG – 2330 (ARI – 2500)

Proposal: Change of polling station from Blackgates School to West Ardsley (Tingley) Youth Centre.

From: Ward Councillors (Labour).

Details: Blackgates School, Smithy Lane was used for the first time in 2006 following the closure of the former Blackgates Infants School on Bradford Road. The music room was utilised and the school remained open. However, the room was some distance from the school entrance for both vehicles and pedestrians. Indeed it involved passing the polling station situated at West Ardsley (Tingley) Youth Centre serving polling district ARI hence the suggestion to have both polling districts at the one location.

Support From: Ward Councillors (Labour) and an anonymous consultee.

Leeds City Council Officer View: The proposal has much merit and does not involve any amendments to boundaries. The current polling districts would not be merged. Generally Leeds City Council does not have stations with more than one ballot box but would support such an arrangement providing the logistics of the building were compatible. As the Youth Centre has two halls this proposal could be achieved without major problems of access or egress which should cause no inconvenience to voters, involve less distance and allow the school to remain open.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: BR/4
Polling District(s): BRG
Ward: Burmantofts & Richmond Hill
Constituency: Leeds Central
Electorate(s): 826

Proposal: Change of polling station from portable building, Flax Place / Mill Street to Yorkshire Rider Social Club, Railway Street.

From: Thriving Communities Working Group

Details: Nothing further

Support From: 2006 Candidate – Labour
Alderman*
Ward Councillors – Liberal Democrat*

* Providing there is total separation for the voting process from the business of the social club.

Leeds City Council Officer View: Whilst the proposed premises are slightly less central to the polling district they are close to the current location, so voter inconvenience should be minimal. There would be improvements for voters with disabilities and in general better for voters, party workers and staff. However, the club's arrangements are such that the only suitable room would be the concert room which currently has permanent Thursday bookings.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: BR/6
Polling District(s): BRA, BRF
Ward: Burmantofts & Richmond Hill
Constituency (2006): Leeds East
Constituency (next general): Leeds Central TBC
Electorate(s): BRA – 700 BRF – 680

Proposal: Merge the two polling districts to poll at Ebor Gardens Community Centre, Haslewood Drive.

From: Ward Councillors - Liberal Democrats

Details: The current arrangement was as a consequence of changes to the ward boundary in 1983.

Support From: 2006 Candidate – Labour
Alderman
Ward Councillors – Liberal Democrat

Leeds City Council Officer View: There is no change for the electors in BRA but would require the electors for BRF to travel along Haslewood Drive approximately a quarter mile further than the current Appleton Court location. However, the electors for BRF have previously voted at the Haslewood Drive premises.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: BR/7

Polling District(s): BRB, BRO

Ward: Burmantofts & Richmond Hill

Constituency (2006): BRB Leeds East, BRO Leeds Central

Constituency (next general): Leeds Central TBC

Electorate(s): BRB – 780 BRO – 545

Proposal: Merge the two polling districts to poll at St Agnes' Church Hall, Shakespeare Close.

From: Ward Councillors - Liberal Democrats

Details: Due to the southerly location of Scargill Grange Community Centre for BRB voters many electors for this polling district actually reside closer to the BRO station at St Agnes' Church Hall.

Support From: 2006 Candidate – Labour
Alderman
Ward Councillor – Liberal Democrat

Leeds City Council Officer View: No change for electors for BRO. Electors at the southerly end of BRB would be required to travel further (and away from town). Logistical problems would occur in the event of Parliamentary Elections on the current constituency arrangements.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: BR/8
Polling District(s): BRD, BRE
Ward: Burmantofts & Richmond Hill
Constituency (2006): Leeds East
Constituency (next general): Leeds Central TBC
Electorate(s): BRD – 1520 BRE – 575

Proposal: Merge the two polling districts to poll at Nowell Mount Community Centre, Nowell Mount.

From: Ward Councillors - Liberal Democrats

Details: The Nowell Mount Community Centre is central to both areas and for many electors in BRE actually nearer.

Support From: 2006 Candidate – Labour
Alderman
Ward Councillors – Liberal Democrat

Leeds City Council Officer View: No change for electors from BRD and would only inconvenience voters at the southerly end of BRE. Would improve access for voters with disabilities and provide improved comfort for voters, political workers and staff alike.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: BR/9
Polling District(s): BRI, BRM
Ward: Burmantofts & Richmond Hill
Constituency: Leeds Central
Electorate(s): BRI – 1130 BRM – 920

Proposal: Merge the two polling districts, both currently polling at portable buildings, to poll at East End Park W.M. Club, Vinery View or a portable building, Raincliffe recreation ground.

From: Ward Councillors - Liberal Democrats

Details: Combining two polling stations currently closely located to one central location.

Support From: 2006 Candidate – Labour
Alderman*
Ward Councillors* – Liberal Democrat

NOTE: No preference on the choice of locations but * would want permanent separation from any social area at the W.M. club

Leeds City Council Officer View: This would be an improvement to the current arrangement which has arisen from the closure of various education establishments. The W.M. club as a permanent facility would be preferred to retaining a portable building, providing a suitable room is available. Access to the club is ??

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: CF/2
Polling District(s): CFH
Ward: Calverley & Farsley
Constituency: Pudsey
Electorate(s): 910

Proposal: Change of polling station of Pudsey Primrose Hill School to Kingdom Hall, Primrose Hill.

From: Primrose Hill School

Details: Request to consider alternative location to avoid closure of the school.

Support From: MP – Labour
2006 Agent - Labour

Leeds City Council Officer View: There would be no inconvenience on the proposed location which is only yards away and passed by electors going to the school by vehicle. Access to Kingdom Hall is ????

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: CA/6
Polling District(s): CAL
Ward: Chapel Allerton
Constituency: Leeds North East
Electorate(s): 1060

Proposal: Change of polling station from a portable building in the car park of Sheepscar Club to the Club Room of the Club itself.

From: Thriving Communities Working Group.

Details: Re-location from a temporary facility to a permanent facility.

Support From: North East Leeds Conservatives.

Leeds City Council Officer View: Providing a room is available separate to the Club's social business this would be an improvement for all concerned.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: CH/9
Polling District(s): CHB
Ward: City & Hunslet
Constituency: Leeds Central
Electorate(s): 2485

Proposal: Change of polling station from Holy Spirit Church, Tempest Road to Hamara Living Centre, Tempest Road.

From: Presiding Officer for CHB at the 2006 elections

Details: Proposal arising to improve conditions for all involved.

Support From: Ward Councillors – Labour

Leeds City Council Officer View: The proposed alternative is adjacent to the current facility therefore, there is no inconvenience to the electorate. The improved conditions would benefit all. Full access is available.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: GS/2
Polling District(s): GSC
Ward: Garforth & Swillington
Constituency (2006): Elmet
Constituency (next general): Elmet & Rothwell TBC
Electorate(s): 1435

Proposal: Change of station from a portable building at the former school, Barley Hill Road to the Garforth WMC adjacent.

From: Ward Councillors - Labour

Details: A portable building has operated since the closure of the education facility, which did cause problems in 2006 for contractors and electorate alike.

Support From: Ward Councillors – Labour
Anonymous Consultee

Leeds City Council Officer View: This would improve arrangements for all concerned providing a separate room is available away from the Club's social business. Access is ????

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: GH/4A
Polling District(s): GHE, GHL
Ward: Gipton & Harehills
Constituency: Leeds East
Electorate(s): GHE – 2738 GHL – 1408

Proposal: Boundary amendment for part of GHE to merge with GHL.

From: Ward Councillors – Liberal Democrats

Details: The area concerned was that part of GHE bounded by Elford Grove, Roundhay Road and Harehills Road to be included in GHL and poll at the portable building, Bayswater Road and Edgware Row. Street allocation enclosed. Revised electorate(s) GHE 2038, GHL 2107.

Support From: Ward Councillors – Liberal Democrat
Liberal Democrat Group Office

Leeds City Council Officer View: This would probably inconvenience the majority of electors involved as they will have to travel further to a poorer facility in respect of access and general comfort.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: HW/2

Polling District(s): HWAX, HWAY, HWD, HWE, HWF, HWI

Ward: Hyde Park & Woodhouse

Constituency (2006): Leeds Central and Leeds North West

Constituency (next general): Leeds Central TBC

Electorate(s): HWAX – 1289 HWAY – 82 HWD – 1973 HWE – 1202
HWF – 2165 HWI – 2012

Proposal: Amend boundaries

From: Ward Councillor - Liberal Democrat

Details: (1) HWAX split along Woodhouse Lane and Headingley Lane with part to HWI
(2) HWAY part to HWI
(3) HWAX extended southwards to include parts of HWD
(4) Parts of HWD to HWAY, HWF and HWI

See street splits enclosed

Revised electorate(s) HWAX – 767 HWAY – 13 HWD – 1370 HWE – 1398 HWF – 2211
HWIX – 1719 HWIY – 392

Support From: Liberal Democrat Group

Leeds City Council Officer View: There are significant benefits for many electors in avoiding the need to cross busy roads. However, the revised splits are complicated due to the current Parliamentary boundary cutting through the area. There are no new polling stations under this scheme.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: HW/3
Polling District(s): HWE, HWJ
Ward: Hyde Park & Woodhouse
Constituency: Leeds Central
Electorate(s): HWE – 1198 HWJ – 621

Proposal: new boundaries for HWE, HWJ

From: Ward Councillor – Liberal Democrat

Details: Transfer of various streets from HWJ to HWE. See street allocation enclosed.
Revised electorates HWE – 1398 HWJ – 418

Support From: Liberal Democrat Group

Leeds City Council Officer View: Whilst the area of the proposed transfer is separate from other parts of HWJ and adjacent to developments in HWE the distances from the polling stations would be similar for most electors.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: PS/2
Polling District(s): PSF
Ward: Pudsey
Constituency: Pudsey
Electorate(s): 2470

Proposal: Change of polling station from a portable building in Kent Road to an adjacent permanent building.

From: RO/ERO

Details: Recent availability of training centre for which the portable building is currently located outside.

Support From: RO/ERO only

Leeds City Council Officer View: Improved arrangements for all.
The training centre was previously used for polling purposes prior to being closed for Health & Safety reasons. The building has level access. However, the Electoral Services Office has been informed that there is no accommodation available that is suitable as a polling station at this time.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: RL/1
Polling District(s): RLE, RLI
Ward: Rothwell
Constituency (2006): Morley & Rothwell
Constituency (next general): Elmet & Rothwell TBC
Electorate(s): RLE – 1190 RLI – 940

Proposal: To merge the polling districts to poll at the Institute, Quarry Hill.

From: Presiding Officer for RLI – 2006 elections

Details: The Methodist Church facility on Aberford Road is in a poor condition and only 50 yards from the Institute.

Support From: Ward Councillors – Liberal Democrat
2006 Agent – Labour
Liberal Democrat Group

Leeds City Council Officer View: The proposal has much merit and the inconvenience for RLI voters would be minimal. Although slightly further improvements would be gained with superior facilities, especially parking.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: RO/2
Polling District(s): ROA, ROB, ROC
Ward: Roundhay
Constituency: Leeds North East
Electorate(s): ROA – 1570, ROB – 590, ROC – 3130

Proposal: Boundaries of ROA, ROB and part of ROC and change of station.

From: North East Leeds Conservatives

Details: Merge ROA and ROB with part of ROC to poll at Gledhow Primary School. See street allocation enclosed.

Support From: Conservative Group
North East Leeds Conservatives

Leeds City Council Officer View: The proposal has much merit in finding a polling station location centrally placed for ROA, ROB and part of ROC, and removing the need of one portable building. However, many properties closest to Gledhow Primary School are still polling at St Edmund's on Lidgett Park Road. An arrangement of ROA with part of ROC (south) and ROB with part of ROC (north) could be more applicable.

NOTE: Any decision to progress this (conservative) proposal would require the rejection of proposal RO/3 following.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: RO/3
Polling District(s): ROA, ROB
Ward: Roundhay
Constituency: Leeds North East
Electorate(s): ROA – 1570 ROB – 590

Proposal: Merge the two polling districts to poll at a Gledhow Lane location or Gledhow School.

From: North East Leeds Conservatives

Details: Nothing further

Support From: North East Leeds Conservatives

Leeds City Council Officer View: This has many of the problems of proposal RO/2 (previous) and few of the benefits.

NOTE: Any decision to progress this (Conservative) proposal would require the rejection of proposal RO/2, previous.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: RO/4
Polling District(s): ROE, ROF
Ward: Roundhay
Constituency: Leeds North East
Electorate(s): ROE – 1100 ROF – 2505

Proposal: Amend the boundaries of ROF with part to ROE, and change of polling station for ROE.

From: North East Leeds Conservatives

Details: Various streets from ROF to ROE to poll at St John's Primary School, North Lane. See street allocation enclosed.

Revised electorates ROE – 1808 ROF – 1796

Support From: North East Leeds Conservatives

Leeds City Council Officer View: This proposal has much merit as the current polling station for ROE, Braim Wood School closed down in 2006, which always was somewhat remote for some of the electorate.

LEEDS CITY COUNCIL POLLING REVIEW 2006

Proposal Reference: WE/2
Polling District(s): WEE
Ward: Weetwood
Constituency: Leeds North West
Electorate(s): 4275

Proposal: The creation of a new polling district (WEH) to include the campus of Bodington Hall.

From: Liberal Democrat Group

Details: Revised electorates WEE – 3200 WEH – 1075

Support From: Ward Councillors – Liberal Democrat
Liberal Democrat Group

Leeds City Council Officer View: This proposal has considerable benefits particularly as it reduces the electorate at the Lawnswood High School polling station, amongst the highest in the area, as well as providing the students with a facility on their campus. Subject to the consent of the Administration Office for the campus and suitable accommodation being available.

Originator:	Louise Tonkinson
Tel:	78895

Report of the Chief Officer, Executive Support

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Update on the development of corporate consultation and engagement

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity	<input checked="" type="checkbox"/>
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Community Cohesions	<input checked="" type="checkbox"/>
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Narrowing the Gap	<input checked="" type="checkbox"/>
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Executive Summary

This report provides an update on progress made on the council's approach to consultation and engagement since the previous report to Corporate Governance and Audit Committee on 27th September and responds to the request to bring back an update.

Following the September meeting a number of areas have been investigated and further consultation has been undertaken with members of this committee. It is proposed that a report outlining the work completed to date on the consultation and engagement policy and toolkit is now taken to Executive Board in December, following any further comments from this committee.

The toolkit, available on the intranet, can be regularly be updated and reviewed to reflect changes and developments in tools, techniques and contact details.

1.0 Purpose of this report

- 1.1 This report provides the Corporate Governance and Audit Committee with an update on further progress made on the development of a co-ordinated, corporate approach to consultation and engagement, through the production of a policy and toolkit.
- 1.2 A full list of comments received to date is attached in **Appendix 1**, with details of any changes made.

2.0 Background information

- 2.1 Part of the council's Corporate Communications Strategy 2005 – 2008 includes a commitment to develop a corporate approach to deliver effective consultation and engagement across the authority.
- 2.2 The Corporate Governance Principle in the Council's Code of Corporate Governance also states that the council will seek and respond to the views of stakeholders and the community. The council will do this by having a policy on consultation and engagement and providing access to a range of consultation and engagement methods, particularly to those groups not yet reached.
- 2.3 The recent White Paper *Strong and Prosperous Communities* introduces a new role for local government, involving strong strategic leadership, effective local partnership working on cross-cutting issues, more information to local people, focusing on their needs with greater community consultation and involvement.

3.0 Main issues

- 3.1 As part of the council's consultation and engagement activities, the following four elements have been developed:
- Corporate engagement policy
 - Corporate engagement toolkit
 - Council engagement network
 - E-co-ordination of community engagement
- 3.2 A copy of both the policy and toolkit has been made available to members of this committee, as well as circulated more widely to all councilors. The policy and toolkit have also been presented to Scrutiny Committee, Children's Services, with particular reference to providing best practice for effectively consulting and engaging with children and young people in the city.

4.0 Corporate engagement policy

- 4.1 The corporate policy articulates the council's approach to consultation and engagement and reflects the council's aspirations and commitment to ensure that the council understands the views, needs, desires and preferences of its citizens, including those from vulnerable, minority and not yet reached groups. It provides a foundation to ensure that the way we consult and engage is consistent, co-ordinated and able to respond to change.
- 4.2 There have been no specific comments received on the policy, other than positive feedback on the need for such a document to be widely communicated and understood by the whole council.

5.0 Community Engagement Toolkit

- 5.1 The detail on how consultation and engagement activity will be carried out is provided in significant detail in the toolkit.
- 5.2 A number of comments have been received on the toolkit and changes have been made to reflect these comments. In summary these have covered:
- 5.3 Inclusion of the Cabinet Office's code of practice on consultation - Section 5 on methods of consultation and engagement highlights the guidance for central government which local government are encouraged to follow. The six key criteria recommended by the code of practice are now included in the toolkit with a twelve week period recommended for written consultation.
- 5.4 Clear links on the role of councillors and their input into approaching communities and getting people involved - specific information on engaging with councillors is included within section 4 of the toolkit which articulates the role of councillors but information on member engagement also runs throughout section 5 (what methods should I use?). A copy of the amended section relating to councillors is included in **Appendix 2**.
- 5.5 Improved information relating to contacting councillors - the amendments indicate how to contact relevant councillors directly and how involving councillors can encourage effective local engagement and participation. Running throughout section 5 is a clear indication of how councillors can help inform a consultation and engagement approach, by providing comments and advice on the type of methods that already exist in communities, the most appropriate methods and any historical information on previous consultation or engagement that has taken place.
- 5.6 Town and parish councils have been consulted on the development of this toolkit and are recommended as a key group of consultees - town and parish councils have all been approached to confirm the contact details included in the toolkit but also to be asked to comment how to better articulate their role in community engagement and consultation. A number of comments have been received, with particular reference to the Parish Charter. The toolkit has been amended to make the link to the charter. Given the frequency of parish and town council meetings, it is likely that further comments may be received after the preparation of this report. Any further feedback will be reported at future meetings of this committee.
- 5.7 Improvements to presentation - in addition some comments have been received on presentational aspects including improving sub-heading and relevant photographs, which will be reflected in the final electronic copy of the toolkit.

6.0 Council engagement network and communications roll out

- 6.1 A key user group from a network of key consultation contacts has been set up within Leeds City Council to co-ordinate consultation, engagement and market research activity and share information. The purpose of the network is to :
- develop a consistent and co-ordinated approach to consultation and engagement across the council by 'reporting' on departmental and service based activity
 - provide updates on current activity for the purpose of information sharing
 - share best practice, guidance and act as a source of advice
 - aid forward planning

- act as a sounding board and pilot group for the development of new initiatives

6.2 This network will be expanded to include other key officers, including group officers to represent the views of councillors.

6.3 A comprehensive communications and training plan is now being developed to support the adoption and roll-out of the policy and toolkit. This will also consider training for officers for getting the best out of consultation and engagement with community groups and forums. This plan will be essential in ensuring that this policy and toolkit are embedded into the council's services and culture.

7.0 Development of a web electronic consultation interface

7.1 The development of a seamless electronic consultation and engagement interface between the council, its partners and the public is well underway for implementation in the new year. From a customer perspective, this web based programme will contain the following:

- Searchable information store of all consultation and engagement activity and results for the council and its major partners in the city.
- Facility for citizens to express interest in consultations and engagement
- Facility for citizens to participate in consultation and engagement
- Facility for citizens to receive feedback on consultation and engagement
- Facility for citizens to be notified by email, SMS or text on all above facilities.
- Searchable information store of forums, groups and panels
- Potential to set up an e-citizen's panel, e-forums and other functions.

7.2 This will also enable councillors to register for alerts and notification through the database of any consultation or engagement activity within their geographical area and involving services that they are interested in.

8.0 Implications for council policy and governance

8.1 The Council has a statutory responsibility to consult with citizens, users groups and communities under Schedule 3 of the Local Government Act 1999. Consultation ensures that citizens, user groups and communities are receiving best value services.

8.2 The Corporate Governance Principle in the Council's Code of Corporate Governance states that the Council will seek and respond to the views of stakeholders and the community. The Council will do this by having a policy on consultation and providing access to a range of consultation and engagement methods, particularly to those groups not yet reached.

8.3 The Audit Commission's Comprehensive Performance Assessment and the Local Area Agreement also support the importance of consultation and engagement and the increasing need for Leeds to demonstrate a more co-ordinated and significantly improved approach to community engagement.

8.4 The Vision for Leeds 2004 – 2020 makes a commitment to develop a more strategic approach to community engagement. Our policy supports and links in with the LSP's city-wide Community Engagement Strategy.

8.5 The Leeds City Council Corporate Plan 2005/08 makes specific reference to the need to improve our community consultation and engagement. This plan states that

we will improve consultation and engagement in delivering all aspects of delivering services and put a corporate engagement strategy into practice.

- 8.6 The Council Plan for 2004/05 and 2005/06 highlighted the need to improve and develop the council's overall consultation and engagement function as a means of effective two-way communication and involving citizens, groups and communities in decision making as a key improvement area.

9.0 Legal and resource implications

- 9.1 As well as a legal requirement to consult with residents, a co-ordinated approach to activity as part of the assessment under CPA and residents views should form an integral part of how services are delivered by the council.
- 9.2 The development of consultation and engagement activity, along with the implementation of the policy and development of the toolkit will be led by the Head of Corporate Communications, working with colleagues across the council.

10.0 Conclusions

- 10.1 Following a further period of consultation and specific response to issues raised by Corporate Governance and Audit Committee, the toolkit has been amended to reflect feedback received. This is in addition to wider comments received from councillors, officers and partners, making clearer the role of councillors and linking to the charter between the council and town/parish councils.
- 10.2 Further comments will continue to be received, because the toolkit is a PDF we are able to update it immediately. This may particularly apply following regular discussions with parish and town councils at their quarterly forums.

11.0 Recommendations

The Corporate Governance and Audit Committee are asked to:

- 11.1 Comment on and note the progress made on the co-ordination of consultation and engagement to date, and support its presentation to Executive Board for formal approval.

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RESPONDENT	SUMMARY OF COMMENTS	LEEDS CITY COUNCIL RESPONSE
Elected member	Elected members to be advised about all communication plans within their wards or portfolios.	Accepted, councillors have now been separated from 'stakeholders' and a new 'Elected members' section added.
	Toolkit to reflect that consultation exercises must have a communication plan which <u>must</u> include full consultation with Elected Ward Members and the Responsible Executive Board Member.	Accepted - Toolkit provides guidance on 'effective communication' in section 6 (Getting it Right) - and refers to councillors (p74).
	Members should also be briefed in advance of public contact so as to be fully prepared.	Accepted – toolkit to be amended
Elected member	Pictures throughout need reviewing for relevance and appropriateness	Accepted, more appropriate photos can be sourced and inserted.
	Sub-headings need to be clearer – particularly in respect of methods	Accepted, header text can be amended.
	Different sub-headings in methods should be consistent across the section	Accepted, sub-heading text can be amended.
	'Stakeholders' section – councillors are community representatives so all should be explicitly listed.	Accepted – toolkit to be amended

	Contacting members through group support offices should be a fall back position not first point of contact (re specific text 'box')	Accepted – toolkit to be amended
	For each of the six key 'methods', councillors to be referenced in each [six] introduction advising them of activity and for guidance on specific methods should be used.	Accepted – toolkit to be amended
	Details of how to contact councillors to be included in contacts section at end.	Accepted – toolkit to be amended
	Need to refer to councillors within information about consulting through community groups, area committees, forums or public meetings.	Accepted – toolkit to be amended
	The term 'surgeries' is inappropriate and should be deleted - there are wider means.	Accepted – toolkit to be amended
Elected member	Policy and toolkit 'look great' – the challenge will be ensuring officers follow it.	No action required
Collingham and Linton Parish Council	Will use the Toolkit as a reference guide.	No action required
Arthington Parish Council	Contact details incorrect .	Accepted – toolkit to be amended
Bramham Parish Council	Toolkit to show that parish councils will need time to digest any consultation information before a meeting.	Accepted – toolkit to be amended

Clifford Parish Council	Suggest that quarterly parish/town councils forum more appropriate for discussing.	Agenda item at December forum to be requested.
	How does policy mesh into the Parish/Town Council Charter?	Policy cites the charter as an example of a driver for engagement activity
	Surprised that parish councils did not appear to be mentioned within the overall theme of the toolkit.	Parish councils were generally referred to within the full text. Council to contact Clifford Parish Council explaining the references.
Kippax Parish Council	Will respond following November meeting.	<i>Response awaited for consideration.</i>
Thorp Arch Parish Council	Will respond following November meeting.	<i>Response awaited for consideration.</i>
Scarcroft Parish Council	A number of individual comments relating to grammar, terminology and language	Accepted, will be considered for amendment throughout
	A singular list of parish and town council contacts should be maintained	Accepted, Corporate Communications to liaise with Governance and Electoral Services to ensure consistency and access to one central list
	Further clarification required for legislation referenced throughout	Accepted, will be considered for amendment throughout
	Reference to the Town and Parish Council Charter needs to be made.	Accepted, this amendment has already been made.
Aberford Parish Council	Policy is good.	No action required
	Toolkit to note that parish councils meet monthly so adequate time has to be allowed for circulation of consultation information.	Accepted – toolkit to be amended

	Local knowledge should always be taken into consideration when consulting.	No action required
Member Group Support Officers	Councillor contact details posted on the Council Internet Site should always be used for consultations.	Accepted – toolkit to be amended
	Area Committees and area management need to be involved in engagement activities through Area Forums and other regular meetings.	This is already detailed within the toolkit and has been confirmed to Group Support Officers.



Section 4 Who do I need to engage with?

1) Elected members

There are 99 elected members (councillors) in the 33 wards across Leeds. They are the democratically elected representatives of their communities. Councillors are based in their constituencies and help to drive our community engagement activities.

Effective community engagement must be focused at all levels - from local councillors acting as elected representatives of local communities through to area management and teams responsible for service delivery.

Include councillors in consultation and engagement activities

It is important to include elected members as part of any consultation or engagement activities because:

- Our Community Engagement Policy specifically refers to councillors being the community engagement 'champion' of their community, so they must be kept up-to-date on any key engagement activities;
- Councillors act as a focal point when representing their communities;
- Citizens or community representatives may like to make their views known to their councillor as well as the service department carrying out the activity - some may even prefer to provide their views directly to their councillor;
- Councillors will understand the strength of feeling about an issue within a community and can make this known; and
- Councillors can feed back information from their communities into any consultation as well.

Keeping councillors informed

We must also make councillors aware of any engagement activities that are planned or about to take place. This is because they may be approached about an issue and need to be briefed on the purpose of the activity and what views are needed from their community.

The councillors that we must keep informed are:

- 1) each relevant councillor for the ward that the activity covers
- 2) the Executive Board member whose portfolio covers the service area

When communicating the outcome of any consultation or engagement activity afterwards, remember to include the relevant councillors. They will also be able to help to communicate the information back to their wider community.

Contacting elected members

To include councillors in consultation and engagement activities;

- find out the relevant ward councillor on the council website (located under 'Council and democracy')
- use the contact information as shown.

See section 8 also for more information and details of the Group Support Offices.

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Originator:	Lucy Stratford
Tel:	39 51632

Report of the Director of Legal and Democratic Services

Corporate Governance and Audit Committee

Date: 29th November 2006

Subject: Work Programme

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

1.1 To notify Members of the Committee of the updated work programme and to seek comments from the Committee regarding any additional items.

2.0 Background Information

2.1 The work programme provides information about future items for the Corporate Governance and Audit Committee agenda, when reports will be presented to the Committee and who the responsible officer is.

3.0 Main Issues

3.1 The work programme for the remainder of 2006/7 is attached at Appendix 1.

4.0 Implications For Council Policy And Governance

4.1 There are no implications for Council policy and governance.

5.0 Legal And Resource Implications

5.1 There are no legal and resource implications.

6.0 Recommendations

6.1 Members of the Committee are asked to note the updated work programme and advise officers of any items they wish to add.

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**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
DRAFT WORK PROGRAMME 2006/07**

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Meeting Date: 31st January 2007 at 10am		Reports Due: 12th January
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Standards Committee Update	To receive a report summarising the activity of the Standards Committee over the last 6 months.	Head of Governance Services Andy Hodson
Quarterly report on Ombudsman complaints	To receive a report updating Members on complaints received by the Local Government Ombudsman and any issues.	Julie Davison Ombudsman Liaison Officer
Outcome of the Use of Resources Assessment	To receive a report informing Members of the outcome of the Use of Resources assessment.	Senior Project Manager Chief Officer (Financial Management)
Outcome of the Ethical Audit	To receive a report informing Members of the outcome of the Ethical Audit conducted by the Council in October 2007.	Principal Governance Officer Kate Sadler
Quarterly update report on the Delivering Successful Change project	To receive a report updating Members on the progress made on the Delivering Successful Change programme and presenting the project management handbook to Members.	Chief Officer (Audit and Risk)
Governance of Partnerships	To receive a report regarding the review of partnerships' governance arrangements.	Principal Corporate Governance Officer Liz Davenport
Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements.	Head of Risk and Emergency Planning Richard Davies
Annual Audit and Inspection Letter	To receive the Annual Audit and Inspection Letter from the Audit Commission's relationship manager, for approval.	Director of Corporate Services Alan Gay

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
DRAFT WORK PROGRAMME 2006/07**

Meeting Date: 7th March 2007 at 10am		Reports Due: 16th February
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Information Governance Strategy / Framework	To receive a report on the new Information Governance Strategy / Framework	Head of Information and Knowledge Management Lee Hemsworth
Best Practice Self – Assessment Committee Checklist	To receive a report regarding the IA Best Practice self-assessment Audit Committee checklist and to consider this in relation to the arrangements in Leeds.	Head of Internal Audit Neil Hunter
Meeting Date: 25th April 2007 at 10am		Reports Due: 6th April
Receipt of External Audit Reports	To receive any external audit reports that have been received by the Council	Responsible Director
Report on Ombudsman complaints	To receive a report updating Members on complaints received by the Local Government Ombudsman and any issues.	Julie Davison Ombudsman Liaison Officer
Annual Report on compliance with laws and regulations	To receive the annual report on compliance with laws and regulations.	Chief Legal Services Officer Stuart Turnock
Annual report on Member Training	To receive a report updating Members on Member training.	Head of Scrutiny and Member Development Peter Marrington

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE
DRAFT WORK PROGRAMME 2006/07**

Update Report on Risk Management	To receive a report updating Members on the Council's risk management arrangements.	Chief Officer (Audit and Risk) Tim Pouncey
Revised Personnel Panel Arrangements	To receive a report updating Members on the operation of the new Personnel Panel arrangements	Head of HR Strategy Helen Grantham
Quarterly report on the Delivering Successful Change Programme	To receive a report updating Members on the progress made on the Delivering Successful Change programme .	Chief Officer (Audit and Risk)
Unscheduled Items		
Annual Report on Risk Management	To receive and consider a report detailing the progress of the Council in achieving the targets in the Corporate Governance Statement to embed risk management.	Chief Officer (Audit and Risk) Tim Pouncey
Annual Internal Audit Report	To receive a report detailing the work of the internal audit section during 2006/7 and the key findings from the audits that have been undertaken.	
Annual Report of the Standards Committee	To receive a report regarding the annual report of the Standards Committee.	Head of Governance Services Andy Hodson
The Council Plan / Report on Performance Management	To receive the Council Plan.	Chief Officer (Executive Support)
Revised Code of Practice for Internal Audit	To receive a report regarding the revised Code of Practice for Internal Audit, issued by	Chief Officer (Audit and Risk) Tim Pouncey
Corporate Assessment and the JAR	To receive a report on the Corporate Assessment and the Joint Area Review	Senior Project Manager Marilyn Summers

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