

## CORPORATE GOVERNANCE AND AUDIT COMMITTEE

---

Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 24th July, 2023  
at 10.30 am

---

### MEMBERSHIP

#### Councillors

G Almass	C Hart-Brooke	B Flynn
J Dowson		T Smith
H Bithell		
M France-Mir (Chair)		
J Heselwood		
P Wray		

#### Independent Member

L Wild

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.

We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in person, please advise us in advance of any specific access requirements that we need to take into account by email ([FacilitiesManagement@leeds.gov.uk](mailto:FacilitiesManagement@leeds.gov.uk)). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.

**Note to observers of the meeting.** To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (link below) ahead of the meeting. The webcast will become available at the commencement of the meeting: [Council and democracy \(leeds.gov.uk\)](https://www.leeds.gov.uk/council-and-democracy)

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To approve the minutes of the previous meeting held 26<sup>th</sup> June 2023 as a correct record.</p>	7 - 14
7			<p><b>MATTERS ARISING FROM THE MINUTES</b></p>	
8			<p><b>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2022/23</b></p> <p>To consider the report of the Senior Head of Internal Audit, Corporate Governance &amp; Insurance which sets out the annual opinion of the Head of Audit and provides a source of assurance that the internal control environment is operating as intended through a summary of the Internal Audit activity for the 2022/23 Internal Audit plan. The report also highlights the incidence of any significant control failings or weaknesses</p>	15 - 64

Item No	Ward	Item Not Open		Page No
9			<p><b>DRAFT STATEMENT OF ACCOUNTS 2022/23</b></p> <p>To consider the report of the Chief Officer, Financial Services, presenting the draft Statement of Accounts for 2022/23 for information. The report notes that the draft accounts will be approved by the Chief Officer, Financial Services and will be available for the statutory public inspection period on the council's website. The accounts will be subject to audit by Grant Thornton over the autumn and winter, and it is anticipated that the final audited accounts will be presented to the committee for approval in February.</p>	65 - 70
10			<p><b>INTERIM ANNUAL GOVERNANCE STATEMENT</b></p> <p>To consider the report of the Chief Officer, Financial Services, which supports the fulfilment of the Council's statutory duty to review its system of Internal Control, and to produce an annual governance statement. The report documents the review of Internal Control in the form of the corporate governance framework and assurance map (attached as Appendix A) and includes the Interim Annual Governance Statement (attached as Appendix B).</p>	71 - 146
11			<p><b>GRANT THORNTON AUDIT INTERIM FINDINGS REPORT 2021/22</b></p> <p>The report of the Chief Finance Officer presents Grant Thornton's Interim Audit Findings Report for their audit of the Council's 2021/22 statement of accounts. The report outlines Grant Thornton's findings to date, and the areas which remain to be covered when their audit work resumes.</p>	147 - 150
12			<p><b>CORPORATE GOVERNANCE AND AUDIT COMMITTEE WORK PROGRAMME 2023-24</b></p> <p>The report of the Chief Officer Financial Services presents the work programme for the Corporate Governance and Audit Committee, setting out future business for the Committee's agenda, together with details of when items will be presented.</p>	151 - 156

Item No	Ward	Item Not Open		Page No
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note the date and time of the next meeting as Monday 25<sup>th</sup> September 2023 at 10.30 am.</p>	

### Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

### Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.